Commonwealth of Kentucky
KY Medicaid

Provider Billing Instructions For Physician's Services Provider Type – 64, 65

Version 5.9

January 7, 2013

Document Change Log

Document Version	Date	Name	Comments
1.5	04/05/2006	Tammy Delk	Updated with revisions requested by Commonwealth.
1.6	08/24/2006	Ann Murray	Updated with revisions requested by Brenda Orberson.
1.7	08/31/2006	Ann Murray	Updated with revisions submitted by Stayce Towles.
1.8	09/06/2006	Ann Murray	Updated with revisions submitted by Vicky Hicks.
1.9	09/15/2006	Cathy Hill	Updated with revisions submitted by Vicky Hicks.
2.0	09/18/2006	Ann Murray	Replaced Provider Representative table.
2.1	09/21/2006	Ann Murray	Updated with revisions submitted by Vicky Hicks. v1.6 – 2.1 are actually the same as revisions were made back-to-back and no publication would have been made
2.2	12/28/2006	Ron Chandler	Updated with revisions submitted by Stayce Towles
2.3	01/30/2007	Ann Murray	Updated with revisions requested during walkthrough.
2.4	02/15/2007	Ann Murray	Updated Appendix C, KY Medicaid card and ICN.
2.5	02/21/2007	Ann Murray	Replaced Provider Rep table.
2.6	02/23/2007	Ann Murray	Revised according comment log Walkthrough. v2.2 – 2.6 are actually the same as revisions were made back-to-back and no publication would have been made
2.7	04/30/2007	Ann Murray	Updated and added CMS claim forms and descriptors.
2.8	06/20/07	John McCormick	Updated IAW BI Comment Log / Updated Rep List
2.9	12/11/2007	Ann Murray	Inserted new rep list and NDC Billing Instructions, form and Appendix
3.0	03/17/2008	Ann Murray	Updated forms and form locators
3.1	05/19/2008	Cathy Hill	Inserted revised provider rep list and presumptive eligibility per Stayce Towles.

3.2	06/12/2008	Ann Murray	Deleted without NPI and NPI and KY Medicaid claims and instructions and updated field locators for NPI and Taxonomy claim.
3.3	08/12/2008	Ann Murray	Added Medicare Coding section.
3.4	02/19/2009	Cathy Hill	Inserted revised NDC form per Stayce Towles
3.5	03/10/2009	Cathy Hill	Replaced KyHealth Choices with KY Medicaid per Stayce Towles
3.6	03/11/2009	Cathy Hill	Revised contact info from First Health to Dept for Medicaid Services per Stayce Towles
3.7	03/30/2009	Ann Murray	Made global changes per DMS request. v3.5 – 3.7 are actually the same as revisions were made back-to-back and no publication would have been made
3.8	09/08/2009	Ann Murray	Replaced Provider Rep list.
3.9	10/21/2009	Ron Chandler	Replace all instances of “EDS” with “HP Enterprise Services”.
4.0	11/10/2009	Ann Murray	Replaced all instances of @eds.com with @hp.com. Removed the HIPAA section.
4.1	3/9/2010	Ron Chandler	Insert new provider rep list.
4.2	4/3/2010	Ron Chandler	Revise “note” in field 24D and first paragraph in Appendix B, per Patti George.
4.3	4/23/2010	Ron Chandler	Revise pg 36, Fld 24D and page 51 NDC Detail Sheet per Stayce Towles.
4.4	4/28/2010	Ron Chandler	Revise section 1.1, “General MCD eligibility” section per Stayce Towles. v4.2 – 4.4 are actually the same as revisions were made back-to-back and no publication would have been made
4.5	11/16/2010	Patti George Ron Chandler	Insert the “Resubmission of Medicare/Medicaid Part B Claims” text into Appendix A.
4.6	11/17/2010	Patti George Ron Chandler	Delete section 6.5.1 “Resubmission of Medicare/Medicaid Part B Claims”. v4.5 – 4.6 are actually the same as revisions were made back-to-back and no publication would have been made
4.7	01/18/2011	Ann Murray	Updated global sections.

4.8	09/13/2011	Ann Murray	Added Modifiers
4.9	11/27/2011	Brenda Orberson Ann Murray	Updated 5010 changes. DMS approved 12/27/2011, Renee Thomas
5.0	01/19/2012	Brenda Orberson Ann Murray	Removed “Each 15 minute increment equals one time unit; time units shall be expressed in whole numbers, rounded up.” from section 7.2.1, field 24G.
5.1	01/25/2012	Brenda Orberson Ann Murray	Updated section 7.2.1, field G to read “Beginning with dates of services January 1, 2012, anesthesia services should be submitted in actual minutes spent providing anesthesia services as the number of units. (The number of minutes will be converted into units during claims processing (15 minutes = 1 unit).) Do NOT add anesthesia base units to the actual time you submit. The base units are already included in the reimbursement.” DMS approved 01/25/2012, John Hoffman
5.2	02/08/2012	Stayce Towles Ann Murray	Updated provider rep listing. DMS Approved 02/14/2012, John Hoffman
5.3	02/21/2012	Brenda Orberson Ann Murray	Updated due to typing error.
5.4	02/22/2012	Brenda Orberson Ann Murray	Global updates made to remove all references to KenPAC and Lockin. DMS Approved 03/09/2012, John Hoffman
5.5	04/05/2012	Stayce Towles Ann Murray	Updated provider rep listing. DMS Approved 04/11/2012, John Hoffman
5.6	08/16/2012	Stayce Towles Patti George	Section 7- Changed Taxonomy Qualifier from PXC to ZZ in form locators 24I and 33B per CO18459. (Update of Provider Inquiry form approved by John Hoffman on 08/30/12)
5.7	10/25/2012	Stayce Towles Sandy Berryman	Appendix A – Updated CMS 1500 Crossover EOMB Form and Instructions DMS Approved 10/29/2012, Jennifer L. Smith
5.8	11/19/2012	Vicky Hicks Patti George	Add modifiers 24 and 57 per CO 16419 DMS Approved 11/26/2012, Charles Douglass

5.9	01/04/2013	Vicky Hicks Patti George	Revise section 7.2.1- field locator 24G-Days or Units Non Shaded Area- Change “Beginning with dates of services January 1, 2012…” to read “Beginning with claims received January 1, 2012…” DMS Approved, Gayle Nickels 1/7/2013

TABLE OF CONTENTS

1 General

1.1 Introduction

These instructions are intended to assist persons filing claims for services provided to Kentucky Medicaid Members. Guidelines outlined pertain to the correct filing of claims and do not constitute a declaration of coverage or guarantee of payment.

Policy questions should be directed to the Department for Medicaid Services (DMS). Policies and regulations are outlined on the DMS website at:

http://chfs.ky.gov/dms/Regs.htm

Fee and rate schedules are available on the DMS website at:

http://chfs.ky.gov/dms/fee.htm

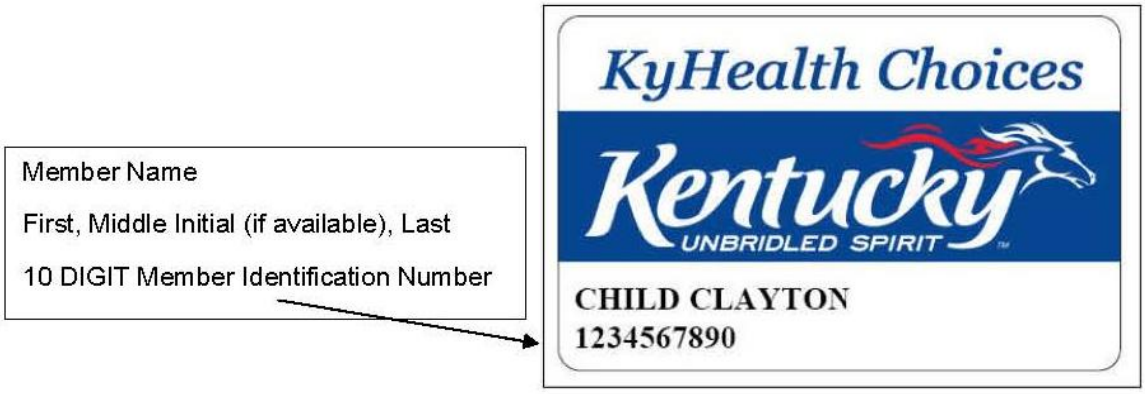
1.2 Member Eligibility

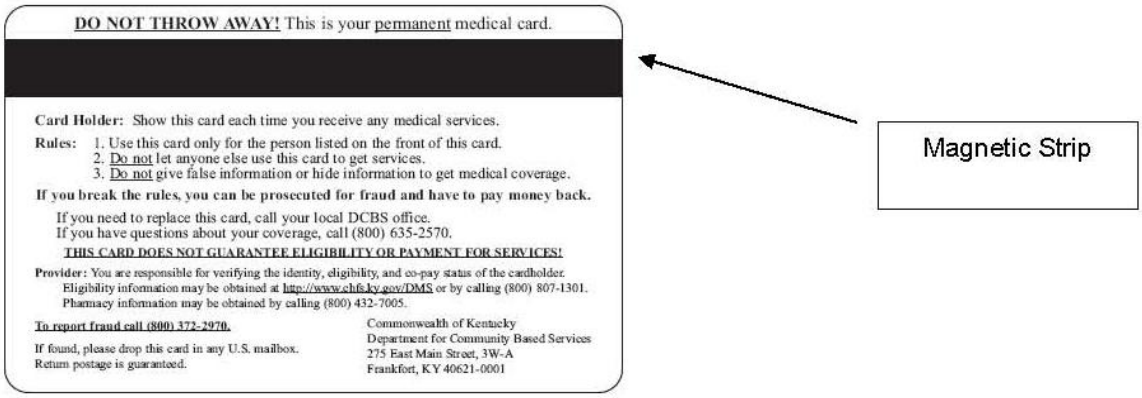
Members should apply for Medicaid eligibility through their local Department for Community Based Services (DCBS) office. Members with questions or concerns can contact Member Services at 1-800-635-2570, Monday through Friday. This office is closed on Holidays.

The primary identification for Medicaid-eligible members is the Kentucky Medicaid card. This is a permanent plastic card issued when the Member becomes eligible for Medicaid coverage. The name of the member and the member's Medicaid ID number are displayed on the card. The provider is responsible for checking identification and verifying eligibility before providing services.

NOTE: Payment cannot be made for services provided to ineligible members; and possession of a Member Identification card does not guarantee payment for all medical services.

1.2.1 Plastic Swipe KY Medicaid Card





Through a vendor of your choice, the magnetic strip can be swiped to obtain eligibility information.

Providers who wish to utilize the card's magnetic strip to access eligibility information may do so by contracting with one of several vendors.

1.2.2 Member Eligibility Categories

1.2.2.1 QMB and SLMB

Qualified Medicare Beneficiaries (QMB) and Specified Low-Income Medicare Beneficiaries (SLMB) are Members who qualify for both Medicare and Medicaid. In some cases, Medicaid may be limited. A QMB Member's card shows "QMB" or "QMB Only." QMB Members have Medicare and full Medicaid coverage, as well. QMB-only Members have Medicare, and Medicaid serves as a Medicare supplement only. A Member with SLMB does not have Medicaid coverage; Kentucky Medicaid pays a "buy-in" premium for SLMB Members to have Medicare, but offers no claims coverage.

1.2.2.2 Managed Care Partnership

Passport is a healthcare plan serving Kentucky Medicaid members who live in the following counties: Breckinridge, Bullitt, Carroll, Grayson, Hardin, Henry, Jefferson, Larue, Marion, Meade, Nelson, Oldham, Shelby, Spencer, Trimble, and Washington.

The other Managed Care Plans servicing Kentucky Medicaid members are WellCare of Kentucky, Kentucky Spirit Health Plan and CoventryCares of Kentucky. These plans are not county regional as Passport indicated above.

Medical benefits for persons whose care is overseen by an MCO are similar to those of Kentucky Medicaid, but billing procedures and coverage of some services may differ. Providers with Managed Care plan questions should contact: Passport Provider Services at 1-800-578-0775, WellCare of Kentucky at 1-877-389-9457, Kentucky Spirit Health Plan at 1-866-643-3153 and CoventryCares of Kentucky at 1-855-300-5528.

1.2.2.3 KCHIP

The Kentucky Children's Health Insurance Program (KCHIP) provides coverage to children through age 18 who have no insurance and whose household income meets program guidelines. Children with KCHIP III are eligible for all Medicaid-covered services except Non-Emergency Transportation and EPSDT Special Services. Regular KCHIP children are eligible for all Medicaid-covered services.

For more information, access the KCHIP website at http://kidshealth.ky.gov/en/kchip.

1.2.2.4 Presumptive Eligibility

Presumptive Eligibility (PE) is a program which offers pregnant women temporary medical coverage for prenatal care. A treating physician may issue an Identification Notice to a woman after pregnancy is confirmed. Presumptive Eligibility expires 90 days from the date the Identification Notice is issued, but coverage will not extend beyond three calendar months. This short-term program is only intended to allow a woman to have access to prenatal care while she is completing the application process for full Medicaid benefits.

1.2.2.4.1 Presumptive Eligibility Definitions

Presumptive Eligibility (PE) is designed to provide coverage for ambulatory prenatal services when the following services are provided by approved health care providers.

A. SERVICES COVERED UNDER PE

- Office visits to a Primary Care Provider (see list below) and/or Health Department
- Laboratory Services

- Diagnostic radiology services (including ultrasound)
- General dental services
- Emergency room services
- Transportation services (emergency and non-emergency)
- Prescription drugs (including prenatal vitamins)

B. DEFINITION OF PRIMARY CARE PROVIDER – Any health care provider who is enrolled as a KY Medicaid provider in one of the following programs:

- Physician/osteopaths practicing in the following medical specialties:
  - Family Practice
  - Obstetrics/Gynecology
  - General Practice
  - Pediatrics
  - Internal Medicine
- Physician Assistants
- Nurse Practitioners/ARNP's
- Nurse Midwives
- Rural Health Clinics
- Primary Care Centers
- Public Health Departments

C. SERVICES NOT COVERED UNDER PE

- Office visits or procedures performed by a specialist physician (those practicing in a specialty other than what is listed in Section B above), even if that visit/procedure is determined by a qualified PE primary care provider to be medically necessary
- Inpatient hospital services, including labor, delivery and newborn nursery services;
- Mental health/substance abuse services
- Any other service not specifically listed in Section A as being covered under PE
- Any services provided by a health care provider who is not recognized by the Department for Medicaid Services (DMS) as a participating provider

1.2.2.5 Breast & Cervical Cancer Treatment Program

Breast and Cervical Cancer Treatment Program (BCCTP) offers Medicaid coverage to women who have a confirmed cancerous or pre-cancerous condition of the breast or cervix. In order to

qualify, women must be screened and diagnosed with cancer by the Kentucky Women's Cancer Screening Program, be between the ages of 21 to 65, have no other insurance coverage, and not reside in a public institution. The length of coverage extends through active treatment for the breast or cervical cancer condition. Those members receiving Medicaid through the Breast and Cervical Cancer Program are entitled to full Medicaid services. Women who are eligible through PE or BCCTP do not receive a medical card for services. The enrolling provider will give a printed document that is to be used in place of a card.

1.2.3 Verification of Member Eligibility

This section covers:

- Methods for verifying eligibility;
- How to verify eligibility through an automated 800 number function;
- How to use other proofs to determine eligibility; and,
- What to do when a method of eligibility is not available.

1.2.3.1 Obtaining Eligibility and Benefit Information

Eligibility and benefit information is available to providers via the following:

- Voice Response Eligibility Verification (VREV) available 24 hours/7 days a week at 1-800-807-1301;
- KYHealth-Net at http://www.chfs.ky.gov/dms/kyhealth.htm
- The Department for Medicaid Services, Member Eligibility Branch at 1-800-635-2570, Monday through Friday, except Holidays.

1.2.3.1.1 Voice Response Eligibility Verification (VREV)

HP Enterprise Services maintains a Voice Response Eligibility Verification (VREV) system that provides member eligibility verification, as well as third party liability (TPL) information, Managed Care, PRO review, Card Issuance, Co-pay, provider check write, and claim status information.

The VREV system generally processes calls in the following sequence:

1. Greet the caller and prompt for mandatory provider ID.
2. Prompt the caller to select the type of inquiry desired (eligibility, check amount, claim status, and so on).
3. Prompt the caller for the dates of service (enter four digit year, for example, MMDDCCYY).
4. Respond by providing the appropriate information for the requested inquiry.
5. Prompt for another inquiry.
6. Conclude the call.

This system allows providers to take a shortcut to information. Users may key the appropriate responses (such as provider ID or Member number) as soon a each prompt begins. The number of inquiries is limited to five per call. The VREV spells the member name and

announces the dates of service. Check amount data is accessed through the VREV voice menu. The Provider's last three check amounts are available.

The telephone number (for use by touch-tone phones only) for the VREV is 1-800-807-1301. The VREV system cannot be accessed via rotary dial telephones.

1.2.3.1.2 KYHealth-Net Online Member Verification

KYHEALTH-NET ONLINE ACCESS CAN BE OBTAINED AT:

http://www.chfs.ky.gov/dms/kyhealth.htm

The KyHealth Net website is designed to provide real-time access to member information. A User Manual is available for downloading and is designed to assist providers in system navigation. Providers with suggestions, comments, or questions, should contact the HP Enterprise Services Electronic Claims Department at KY_EDI_Helpdesk@hp.com.

All Member information is subject to HIPAA privacy and security provisions, and it is the responsibility of the provider and the provider's system administrator to ensure all persons with access understand the appropriate use of this data. It is suggested that providers establish office guidelines defining appropriate and inappropriate uses of this data.

2 Electronic Data Interchange (EDI)

Electronic Data Interchange (EDI) is structured business-to-business communications using electronic media rather than paper.

2.1 How To Get Started

All Providers are encouraged to utilize EDI rather than paper claims submission. To become a business-to-business EDI Trading Partner or to obtain a list of Trading Partner vendors, contact the HP Enterprise Services Electronic Data Interchange Technical Support Help Desk at:

HP Enterprise Services
P.O. Box 2016
Frankfort, KY 40602-2016
1-800-205-4696

Help Desk hours are between 7:00 a.m. and 6:00 p.m. Monday through Friday, except holidays.

2.2 Format and Testing

All EDI Trading Partners must test successfully with HP Enterprise Services and have Department for Medicaid Services (DMS) approved agreements to bill electronically before submitting production transactions. Contact the EDI Technical Support Help Desk at the phone number listed above for specific testing instructions and requirements.

2.3 ECS Help

Providers with questions regarding electronic claims submission may contact the EDI Help desk.

2.4 Companion Guides for Electronic Claims (837) Transactions

837 Companion Guides are available at:

http://www.kymmis.com/kymmis/Companion%20Guides/index.aspx

3 KyHealth Net

The KyHealth Net website allows providers to submit claims online via a secure, direct data entry function. Providers with internet access may utilize the user-friendly claims wizard to submit claims, in addition to checking eligibility and other helpful functions.

3.1 How To Get Started

All Providers are encouraged to utilize KyHealth Net rather than paper claims submission. To become a KyHealthNet user, contact our EDI helpdesk at 1-800-205-4696, or click the link below.

http://www.chfs.ky.gov/dms/kyhealth.htm

3.2 KyHealth Net Companion Guides.

Field-by-field instructions for KyHealth Net claims submission are available at:

http://www.kymmis.com/kymmis/Provider%20Relations/KYHealthNetManuals.aspx

4 General Billing Instructions for Paper Claim Forms

4.1 General Instructions

The Department for Medicaid Services is mandated by the Centers for Medicare and Medicaid Services (CMS) to use the appropriate form for the reimbursement of services. Claims may be submitted on paper or electronically.

4.2 Imaging

All paper claims are imaged, which means a digital photograph of the claim form is used during claims processing. This streamlines claims processing and provide efficient tools for claim resolution, inquiries, and attendant claim related matters.

By following the guidelines below, providers can ensure claims are processed as they intend:

- USE BLACK INK ONLY;
- Do not use glue;
- Do not use more than one staple per claim;
- Press hard to guarantee strong print density if claim is not typed or computer generated;
- Do not use white-out or shiny correction tape; and,
- Do not send attachments smaller than the accompanying claim form.

4.3 Optical Character Recognition

Optical Character Recognition (OCR) eliminates human intervention by sending the information on the claim directly to the processing system, bypassing data entry. OCR is used for computer generated or typed claims only. Information obtained mechanically during the imaging stage does not have to be manually typed, thus reducing claim processing time. Information on the claim must be contained within the fields using font 10 as the recommended font size in order for the text to be properly read by the scanner.

5 Additional Information and Forms

5.1 Claims with Dates of Service More than One Year Old

In accordance with federal regulations, claims must be received by Medicaid no more than 12 months from the date of service, or six months from the Medicare or other insurance payment date, whichever is later. "Received" is defined in 42 CFR 447.45 (d) (5) as "The date the agency received the claim as indicated by its date stamp on the claim."

Kentucky Medicaid includes the date received in the Internal Control Number (ICN). The ICN is a unique number assigned to each incoming claim and the claim's related documents during the data preparation process. Refer to Appendix A for more information about the ICN.

For claims more than 12 months old to be considered for processing, the provider must attach documentation showing timely receipt by DMS or HP Enterprise Services and documentation showing subsequent billing efforts, if any.

To process claims beyond the 12 month limit, you must attach to each claim form involved, a copy of a Claims in Process, Paid Claims, or Denied Claims section from the appropriate Remittance Statement no more than 12 months old, which verifies that the original claim was received within 12 months of the service date.

Additional documentation that may be attached to claims for processing for possible payment is:

- A screen print from KYHealth-Net verifying eligibility issuance date and eligibility dates must be attached behind the claim;
- A screen print from KYHealth-Net verifying filing within 12 months from date of service, such as the appropriate section of the Remittance Advice or from the Claims Inquiry Summary Page (accessed via the Main Menu's Claims Inquiry selection);
- A copy of the Medicare Explanation of Medicare Benefits received 12 months after service date but less than six months after the Medicare adjudication date; and,
- A copy of the commercial insurance carrier's Explanation of Benefits received 12 months after service date but less than six months after the commercial insurance carrier's adjudication date.

5.2 Retroactive Eligibility (Back-Dated) Card

Aged claims for Members whose eligibility for Medicaid is determined retroactively may be considered for payment if filed within one year from the eligilbility issuance date. Claim submission must be within 12 months of the issuance date. A copy of the KYHealth-Net card issuance screen must be attached behind the paper claim.

5.3 Unacceptable Documentation

Copies of previously submitted claim forms, providers' in-house records of claims submitted, or letters detailing filing dates are not acceptable documentation of timely billing. Attachments must prove the claim was received in a timely manner by HP Enterprise Services.

5.4 Third Party Coverage Information

5.4.1 Commercial Insurance Coverage (this does NOT include Medicare)

When a claim is received for a Member whose eligibility file indicates other health insurance is active and applicable for the dates of services, and no payment from other sources is entered on the Medicaid claim form, the claim is automatically denied unless documentation is attached.

5.4.2 Documentation That May Prevent A Claim from Being Denied for Other Coverage

The following forms of documentation prevent claims from being denied for other health insurance when attached to the claim.

1. Remittance statement from the insurance carrier that includes:
    - Member name;
    - Date(s) of service;
    - Billed information that matches the billed information on the claim submitted to Medicaid; and,
    - An indication of denial or that the billed amount was applied to the deductible.

NOTE: Rejections from insurance carriers stating "additional information necessary to process claim" is not acceptable.

2. Letter from the insurance carrier that includes:
    - Member name;
    - Date(s) of service(s);
    - Termination or effective date of coverage (if applicable);
    - Statement of benefits available (if applicable); and,
    - The letter must have a signature of an insurance representative, or be on the insurance company's letterhead.
3. Letter from a provider that states they have contacted the insurance company via telephone. The letter must include the following information:
    - Member name;
    - Date(s) of service;
    - Name of insurance carrier;
    - Name of and phone number of insurance representative spoken to or a notation indicating a voice automated response system was reached;
    - Termination or effective date of coverage; and,
    - Statement of benefits available (if applicable).
4. A copy of a prior remittance statement from an insurance company may be considered an acceptable form of documentation if it is:

- For the same Member;
- For the same or related service being billed on the claim; and,
- The date of service specified on the remittance advice is no more than six months prior to the claim's date of service.

NOTE: If the remittance statement does not provide a date of service, the denial may only be acceptable by HP Enterprise Services if the date of the remittance statement is no more than six months from the claim's date of service.

5. Letter from an employer that includes:
   - Member name;
   - Date of insurance or employee termination or effective date (if applicable); and,
   - Employer letterhead or signature of company representative.

5.4.3 When there is no response within 120 days from the insurance carrier

When the other health insurance has not responded to a provider's billing within 120 days from the date of filing a claim, a provider may complete a TPL Lead Form. Write "no response in 120 days" on either the TPL Lead Form or the claim form, attach it to the claim and submit it to HP Enterprise Services. HP Enterprise Services overrides the other health insurance edits and forwards a copy of the TPL Lead form to the TPL Unit. A member of the TPL staff contacts the insurance carrier to see why they have not paid their portion of liability.

5.4.4 For Accident And Work Related Claims

For claims related to an accident or work related incident, the provider should pursue information relating to the event. If an employer, individual, or an insurance carrier is a liable party but the liability has not been determined, claims may be submitted to HP Enterprise Services with an attached letter containing any relevant information, such as, names of attorneys, other involved parties and/or the Member's employer to:

HP Enterprise Services
ATTN: TPL Unit
P.O. Box 2107
Frankfort, KY 40602-2107

5.4.4.1 TPL Lead Form

HP Enterprise Services

HP Enterprise Services
Attention: TPL Unit
P.O. Box 2107
Frankfort, KY 40602-2107

Third Party Liability Lead Form

Provider Name:_____ Provider #:_____

Member Name:_____ Member #:_____

Address:_____ Date of Birth:_____

From Date of Service:_____ To Date of Service:_____

Date of Admission:_____ Date of Discharge:_____

Insurance Carrier Name:_____

Address:_____

Policy Number:_____ Start Date:_____ End Date:_____

Date Claim Was Filed with Insurance Carrier:_____

Please check the one that applies:

_____ No Response in Over 120 Days

_____ Policy Termination Date: _____

_____ Other: Please explain in the space provided below

_____
_____
_____
_____

Contact Name:_____ Contact Telephone #:_____

Signature:_____ Date:_____

DMS Approved: January 10, 2011

5.5 Provider Inquiry Form

Provider Inquiry Forms may be used for any unique questions concerning claim status; paid or denied claims; and billing concerns. The mailing address for the Provider Inquiry Form is:

HP Enterprise Services
Provider Services
P.O. Box 2100
Frankfort, KY 40602-2100

Please keep the following points in mind when using this form:

- Send the completed form to HP Enterprise Services. A copy is returned with a response;
- When resubmitting a corrected claim, do not attach a Provider Inquiry Form;
- A toll free HP Enterprise Services number **1-800-807-1232** is available in lieu of using this form; and,
- To check claim status, call the HP Enterprise Services Voice Response on **1-800-807-1301**.

Provider Inquiry Form

HP Enterprise Services Corporation

Post Office Box 2100

Frankfort, KY 40602-2100

Did you know that electronic claim submission can reduce your processing time significantly? You can also check claim status, verify eligibility, download remittance advices, and many other functions. Go to www.kymmis.com or contact Billing Inquiry at 1-800-807-1232 for more information. You may also send an inquiry via e-mail at ky_provider_inquiry@hp.com

1. Provider Number	3. Member Name (first, last)	
2. Provider Name and Address	4. Medical Assistance Number	
	5. Billed Amount	6. Claim Service Date
7. Email	8.ICN (if applicable)	

. Provider's Message

10.

Signature Date

HP Enterprise Services Response: OFFICE USE ONLY

_____This claim has been resubmitted for possible payment.

_____This claim paid on _____in the amount of _____

_____This claim was denied on _____with EOB code_____

_____ Aged claim. Please see attached documentation concerning services submitted past the 12 month filing limit.

Other: _____

_____

Signature Date

_____

HIPAA Privacy Notification: This message and accompanying documents are covered by the Communications Privacy Act, 18 U.S.C. 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately and delete the original message.

5.6 Prior Authorization Information

- The prior authorization process does NOT verify anything except medical necessity. It does not verify eligibility nor age.
- The prior authorization letter does not guarantee payment. It only indicates that the service is approved based on medical necessity.
- If the individual does not become eligible for Kentucky Medicaid, loses Kentucky Medicaid eligibility, or ages out of the program eligibility, services will not be reimbursed despite having been deemed medically necessary.
- Prior Authorization should be requested prior to the provision of services except in cases of:
    - Retro-active Member eligibility
    - Retro-active provider number
- Providers should always completely review the Prior Authorization Letter prior to providing services or billing.

Access the KYHealth Net website to obtain blank Prior Authorization forms.

http://www.kymmis.com/kymmis/Provider%20Relations/PriorAuthorizationForms.aspx

Access to Electronic Prior Authorization request (EPA).

https://home.kymmis.com

5.7 Adjustments And Claim Credit Requests

An adjustment is a change to be made to a “PAID” claim. The mailing address for the Adjustment Request form is:

HP Enterprise Services
P.O. Box 2108
Frankfort, KY 40602-2108
Attn: Financial Services

Please keep the following points in mind when filing an adjustment request:

- Attach a copy of the corrected claim and the paid remittance advice page to the adjustment form. For a Medicaid/Medicare crossover, attach an EOMB (Explanation of Medicare Benefits) to the claim;
- Do not send refunds on claims for which an adjustment has been filed;
- Be specific. Explain exactly what is to be changed on the claim;
- Claims showing paid zero dollar amounts are considered paid claims by Medicaid. If the paid amount of zero is incorrect, the claim requires an adjustment; and,
- An adjustment is a change to a paid claim; a claim credit simply voids the claim entirely.

HP Enterprise Services

ADJUSTMENT AND CLAIM CREDIT REQUEST FORM

MAIL TO: HP Enterprise Services
P.O. BOX 2108
FRANKFORT, KY 40602-2108
1-800-807-1232
ATTN: FINANCIAL SERVICES

NOTE: **A CLAIM CREDIT VOIDS THE CLAIM ICN FROM THE SYSTEM -- A "NEW DAY" CLAIM MAY BE SUBMITTED, IF NECESSARY. THIS FORM WILL BE RETURNED TO YOU IF THE REQUIRED INFORMATION AND DOCUMENTATION FOR PROCESSING ARE NOT PRESENT. PLEASE ATTACH A CORRECTED CLAIM AND REMITTANCE ADVICE TO ADJUST A CLAIM.**

<table>
<tr><td colspan="2">CHECK APPROPRIATE BOX:
CLAIM ADJUSTMENT ☐ CLAIM CREDIT ☐</td><td colspan="2">1. Original Internal Control Number (ICN)</td></tr>
<tr><td colspan="2">2. Member Name</td><td colspan="2">3. Member Medicaid Number</td></tr>
<tr><td rowspan="2">4. Provider Name and Address</td><td>5. Provider</td><td>6. From Date of Service</td><td>7. To Date of Service</td></tr>
<tr><td>8. Original Billed Amount</td><td>9. Original Paid Amount</td><td>10. Remittance Advice Date</td></tr>
</table>

11. Please specify **WHAT** is to be adjusted on the claim. You must explain in detail in order for an adjustment specialist to understand what needs to be accomplished by adjusting the claim.

_____

_____

12. Please specify the **REASON** for the adjustment or claim credit request.

_____

_____

_____

13. Signature _____ 14. Date _____

DMS Approved: January 10, 2011

5.8 Cash Refund Documentation Form

The Cash Refund Documentation Form is used when refunding money to Medicaid. The mailing address for the Cash Refund Form is:

HP Enterprise Services
P.O. Box 2108
Frankfort, KY 40602-2108
Attn: Financial Services

Please keep the following points in mind when refunding:

- Attach the Cash Refund Documentation Form to a check made payable to the KY State Treasurer.
- Attach applicable documentation, such as a copy of the remittance advice showing the claim for which a refund is being issued.
- If refunding all claims on an RA, the check amount must match the total payment amount on the RA. If refunding multiple RAs, a separate check must be issued for each RA.

HP Enterprise Services

Mail To: *HP Enterprise Services*
P.O. Box 2108
Frankfort, KY 40602-2108
ATTN: Financial Services

CASH REFUND DOCUMENTATION

1. Check Number		**2. Check Amount**
3. Provider Name/ID /Address		**4. Member Name**
		5. Member Number
6. From Date of Service	**7. To Date of Service**	**8. RA Date**

9. Internal Control Number (If several ICNs, attach RAs)

Research for Refund: (Check appropriate blank)

_____ **a.** **Payment from other source - Check the category and list name** *(attach copy of EOB)*
- _____ **Health Insurance**
- _____ **Auto Insurance**
- _____ **Medicare Paid**
- _____ **Other**

_____ **b.** **Billed in error**

_____ **c.** **Duplicate payment (attach a copy of both RAs)**
If RAs are paid to two different providers, specify to which provider ID the check is to be applied.

_____ **d.** **Processing error OR overpayment (explain why)**

_____ **e.** **Paid to wrong provider**

_____ **f.** **Money has been requested - date of the letter** ____
(attach a copy of letter requesting money)

_____ **g.** **Other** _____

Contact Name _____ **Phone** _____

DMS Approved: January 10, 2011

5.9 Return To Provider Letter

Claims and attached documentation received by HP Enterprise Services are screened for required information (listed below). If the required information is not complete, the claim is returned to the provider with a "Return to Provider Letter" attached explaining why the claim is being returned.

A claim is returned before processing if the following information is missing:

- Provider ID;
- Member Identification number;
- Member first and last names; and,
- EOMB for Medicare/Medicaid crossover claims.

Other reasons for return may include:

- Illegible claim date of service or other pertinent data;
- Claim lines completed exceed the limit; and,
- Unable to image.

HP

RETURN TO PROVIDER LETTER

Date: _____ - _____ - _____

Dear Provider,
The attached claim is being returned for the following reason(s). These items require correction before the claim can be processed.

01) ___ PROVIDER NUMBER – A valid 8-digit provider number must be on the claim form in the appropriate field.
___ Missing ___ Not a valid provider number

02) ___ PROVIDER SIGNATURE – All claims require an original signature in the provider signature block. The Provider signature cannot be stamped or typed on the claim.
___ Missing
___ Typed signature not valid
___ Stamped signature not valid.

03) ___ Detail lines exceed the limit for claim type.

04) ___ UNABLE TO IMAGE OR KEY – Claim form/EOMB must be legible. Highlighted forms cannot be accepted. Please resubmit on a new form.
___ Print too light ___ Print too dark ___ Highlighted data fields ___ Not legible ___ Dark copy

05) ___ Medicaid **does not** make payment when Medicare has paid the amount in full.

06) ___ The Recipient's Medicaid (MAID) number is missing

07) ___ Medicare EOMB does not match the claim
___Dates of Service _____Recipient Number ____Charges ____ Balance due in Block 30

08) __Other Reason-

_____ Claims are being returned to you for correction for the reasons noted above.

Helpful Hints When Billing for Services Provided to a Medicaid Recipient

- The Recipient's Medicaid number on the HCFA must be entered Field 9A
- The Recipient's Medicaid number on the UB92 must be entered in Block 60
- Medicare numbers **are not** valid Medicaid numbers
- Please refer to your billing manual if you have any concerns about billing the Medicaid program correctly.

Please make the necessary corrections and resubmit for processing. If you have any questions, please feel free to contact our Provider Relations Group, open Monday through Friday, 8:00 a.m. until 6:00 p.m. eastern standard/daylight savings time, at 1-800-807-1232.

If you are interested in billing Medicaid electronically please contact EDS at 1-800-205-4696 7:30 AM to 6PM Monday through Friday except holidays.

Initials of clerk _____

Provider Name _____

Provider Number _____

Reason Code _____

5.10 Provider Representative List

5.10.1 Phone Numbers and Assigned Counties

JACKIE RICHIE 502-209-3100 Extension 2021273 jackie.richie@hp.com			VICKY HICKS 502-209-3100 Extension 2021263 vicky.hicks@hp.com			PENNY GERMINARO 502-209-3100 Extension 2021281 penny.germinaro@hp.com
Assigned Counties			Assigned Counties			Assigned Counties
ADAIR	HARLAN	MCLEAN	ANDERSON	GRAYSON	MERCER	ALLEN
BALLARD	HENDERSON	MCCREARY	BATH	GREENUP	MONTGOMERY	BARREN
BELL	HICKMAN	METCALFE	BOURBON	HANCOCK	MORGAN	BOONE
BOYLE	HOPKINS	MONROE	BOYD	HARDIN	NELSON	CAMPBELL
BREATHITT	JACKSON	MUHLENBERG	BRACKEN	HARRISON	NICHOLAS	CARROLL
BULLITT	JEFFERSON	OLDHAM	BRECKINRIDGE	JESSAMINE	OHIO	EDMONSON
CALDWELL	KNOTT	OWSLEY	BUTLER	JOHNSON	POWELL	GALLATIN
CALLOWAY	KNOX	PERRY	CARTER	LAWRENCE	ROBERTSON	GRANT
CARLISLE	LARUE	PIKE	CLARK	LEE	ROWAN	HART
CASEY	LAUREL	PULASKI	DAVIESS	LEWIS	SHELBY	HENRY
CHRISTIAN	LESLIE	ROCKCASTLE	ELLIOTT	MADISON	SPENCER	KENTON
CLAY	LETCHER	RUSSELL	ESTILL	MAGOFFIN	WASHINGTON	OWEN
CLINTON	LINCOLN	TAYLOR	FAYETTE	MARTIN	WOLFE	PENDLETON
CRITTENDEN	LIVINGSTON	TODD	FLEMING	MASON	WOODFORD	SCOTT
CUMBERLAND	LOGAN	WAYNE	FRANKLIN	MEADE		SIMPSON
FLOYD	LYON	WHITLEY	GARRARD	MENIFEE		TRIMBLE
FULTON	MARION	TRIGG				WARREN
GRAVES	MARSHALL	UNION				
GREEN	MCCRACKEN	WEBSTER				

- **NOTE – Out-of-state providers contact the Representative who has the county closest bordering their state, unless noted above.**
- **Provider Relations 1-800-807-1232**

6 Forms Requirements

The Health Insurance Claim Form CMS-1500 (08/05) is used to bill for physician services provided to eligible KY Medicaid Program members. A CMS-1500 (08/05) claim with information submitted in black typewritten form is recommended, although neat, printed, legible handwriting is acceptable. CMS-1500 (08/05) claims can be obtained from:

U.S. Government Printing Office
Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250-7954
1-202-512-1800

The following MAP forms may be obtained on the HP Enterprise Serviceswebsite: www.kymmis.com

Additional forms required for specific services include, but may not be limited to, the following:

- Drug Prior Authorization Form (MAP-82001, MAP-82101 and MAP 012802);
- Hysterectomy Consent Form (MAP-251);
- Sterilization Consent Form (MAP-250);
- Certification Form for Induced Abortion or Induced Miscarriage (MAP-235); and,
- Certification Form for Induced Premature Birth (MAP-236).

Required claims and forms completed incorrectly and submitted to KY Medicaid results in denial of payment. All forms should be completed according to KY Medicaid guidelines as outlined and detailed in these instructions. In certain situations involving the “automatic crossover” of claims, it may be necessary to follow the guidelines of two insurers concurrently (Medicare/Medicaid), as in this document, or to follow the guidelines designed for special billing situations, as related in this document. Example of Certification for Induced Abortion or Induced Miscarriage Form (MAP-235).

CERTIFICATION FORM FOR INDUCED ABORTION OR INDUCED MISCARRIAGE

I, _____, certify that on the basis of
(Physician's Name)

my professional judgment, the life of _____
(Patient's Name)

_____ of _____
(MAID #) (Patient's Address)

(Please check appropriate box)

Suffered from a ____physical disorder, ____physical injury, and/or ____physical illness that placed her in danger of death if the fetus were carried to term. I further certify that the following procedure(s) were medically necessary to induce an abortion or miscarriage.

(Please indicate date and the procedure that was performed)

_____

_____

_____

_____
Physician's Signature

_____
Name of Physician

_____
License Number

_____
Date

MAP-235 (2/00)

6.1.1 Completion Of Induced Abortion or Induced Miscarriage Form (MAP-235)

Field	Description
Physician's Name	Enter the physician's name.
Patient's Name	Enter the Member's name.
Member Identification #	Enter the Member's 10 digit Member Identification number.
Patient's Address	Enter the Member's address.
(Please indicate date and the procedure that was performed.)	Enter the date the procedure was performed and include any other pertinent information.
Physician Signature	The physician's actual signature is required. Stamped signatures are not acceptable.
License Number	Enter the physician's six digit Unique Physician Identification Number (UPIN) or other license number.
Date	Enter the date the form was signed by the physician.

CERTIFICATION FORM FOR INDUCED ABORTION OR INDUCED MISCARRIAGE

I, _____, certify that on the basis of
(Physician's Name)

my professional judgment, the life of _____
(Patient's Name)

_____ of _____
(MAID #) (Patient's Address)

(Please check appropriate box)

Suffered from a ____physical disorder, ____physical injury, and/or ____physical illness that placed her in danger of death if the fetus were carried to term. I further certify that the following procedure(s) were medically necessary to induce an abortion or miscarriage.

(Please indicate date and the procedure that was performed)

_____

_____

_____

_____
Physician's Signature

_____
Name of Physician

_____
License Number

_____
Date

MAP-235 (2/00)

Example Of Certification For Induced Premature Birth Form (MAP-236)

MAP-236 (8/78)

CERTIFICATION FORM FOR INDUCED PREMATURE BIRTH

I, _____, certify that on the basis of
(Physician's Name)

my professioanl judgement, it was necessary to perform the following procedure on _____
(Date)

to induce premature birth intended to produce a live viable child. _____
(Procedure)

This Procedure was necessary for the health of _____
(Name of Mother)

_____ of _____
(MAID #) (Address)

and/or her unborn child.

_____
Physician's Signature

_____
Name of Physician

_____
License Number

_____
Date

6.1.2 Completion of Certification for Induced Premature Birth Form (MAP-236)

Field	Description
Physician's Name	Enter the physician's name.
Date	Enter the date the procedure was performed.
Procedure	Enter the procedure.
Name of Mother	Enter the name of the mother.
Member Identification #	Enter the mother's Member Identification number.
Address	Enter the mother's address.
Physician's Signature	The physician's actual signature is required. Stamped signatures are not acceptable.
Name of Physician	Enter the name of the performing physician.
License Number	Enter the physician's six digit Unique Physician Identification Number (UPIN) or other license number.
Date	Enter the date the form was signed by the physician.

6.2 Diagnosis Coding

Physicians report member diagnoses on CMS-1500 (08/05) claim forms using codes contained in the Internal Classification of Diseases Ninth Revision, Clinical Modification ICD-9-CM. KY Medicaid recognizes and accepts all codes from this reference, with the exclusion of the morphology of neoplasm codes, M800 through M997. The ICD-9-CM book of codes (order # OP-065-196) can be ordered from:

American Medical Association
ATTN: Order Department
P.O. Box 7046
Dover, DE 19903-7046
1-800-621-8335

6.3 Procedure Coding

Services and procedures performed for members by physicians are billed on the CMS-1500 (08/05) claim form using levels 1 and 2 of the Centers for Medicare and Medicaid Services (CMS) Common Procedural Coding System (HCPCS).

Level 1 numeric five digit codes are those contained in the American Medical Association's Current Physicians' Procedural Terminology (CPT) book and should be entered on the CMS-1500 (08/05) to report the majority of services and procedures performed by physicians. CPT books can be purchased from:

American Medical Association
ATTN: Order Department
P.O. Box 7046
Dover, DE 19903-7046
1-800-621-8335

NOTE: The KY Medicaid Program provides reimbursement for covered services provided for Medicaid members according to the CPT/HCPCS codes (both levels) reported on the claim form and only as the descriptors of the codes in the CPT code book

According to the information in the CPT code book, the American Medical Association (AMA) welcomes correspondence, inquiries and suggestions concerning CPT codes from physician members. Physician members may request assistance with coding for services that are universal or where there are no listed codes by written or telephone communication to:

Department for Coding and Nomenclature
American Medical Association
515 North State Street
Chicago, IL 60610
1-312-464-4737

7 Completion of the New CMS-1500 (08/05) Paper Claim Form

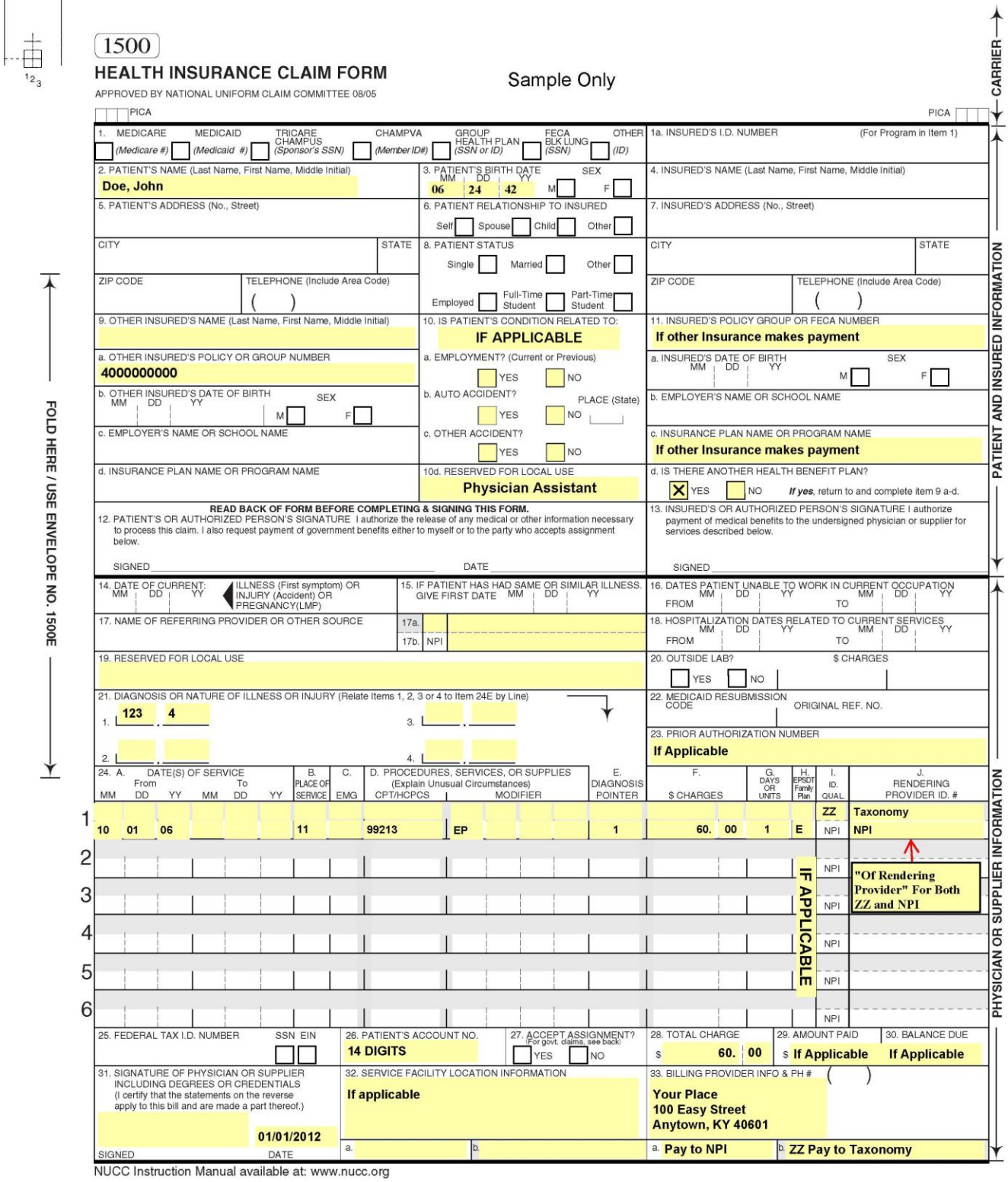
The new CMS-1500 (08/05) claim form is used to bill Medicaid physician services. A copy of a completed claim is shown on the following page.

Providers may order CMS-1500 (08/05) claims from the:

U. S. Government Printing Office
Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250-7954
1-202-512-1800

HP Enterprise Services does not require an original CMS 1500 (08/05) for processing.

7.1 New CMS-1500 (08/05) Claim Form with NPI and Taxonomy



1500

HEALTH INSURANCE CLAIM FORM

Sample Only

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 08/05

PICA

1. MEDICARE (Medicare #) MEDICAID (Medicaid #) TRICARE CHAMPUS (Sponsor's SSN) CHAMPVA (Member ID#) GROUP HEALTH PLAN (SSN or ID) FECA BLK LUNG (SSN) OTHER (ID)

1a. INSURED'S I.D. NUMBER (For Program in Item 1)

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Doe, John

3. PATIENT'S BIRTH DATE MM DD YY: 06 24 42 SEX M F

4. INSURED'S NAME (Last Name, First Name, Middle Initial)

5. PATIENT'S ADDRESS (No., Street)

6. PATIENT RELATIONSHIP TO INSURED: Self Spouse Child Other

7. INSURED'S ADDRESS (No., Street)

CITY STATE

8. PATIENT STATUS: Single Married Other; Employed Full-Time Student Part-Time Student

CITY STATE

ZIP CODE TELEPHONE (Include Area Code)

ZIP CODE TELEPHONE (Include Area Code)

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)

10. IS PATIENT'S CONDITION RELATED TO: IF APPLICABLE

11. INSURED'S POLICY GROUP OR FECA NUMBER: If other Insurance makes payment

a. OTHER INSURED'S POLICY OR GROUP NUMBER: 4000000000

a. EMPLOYMENT? (Current or Previous) YES NO

a. INSURED'S DATE OF BIRTH MM DD YY SEX M F

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M F

b. AUTO ACCIDENT? YES NO PLACE (State)

b. EMPLOYER'S NAME OR SCHOOL NAME

c. EMPLOYER'S NAME OR SCHOOL NAME

c. OTHER ACCIDENT? YES NO

c. INSURANCE PLAN NAME OR PROGRAM NAME: If other Insurance makes payment

d. INSURANCE PLAN NAME OR PROGRAM NAME

10d. RESERVED FOR LOCAL USE: Physician Assistant

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [X] YES NO *If yes*, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED DATE

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED

14. DATE OF CURRENT: MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS. GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION MM DD YY FROM TO

17. NAME OF REFERRING PROVIDER OR OTHER SOURCE

17a.

17b. NPI

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES MM DD YY FROM TO MM DD YY

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? YES NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate Items 1, 2, 3 or 4 to Item 24E by Line)

1. 123 . 4

2.

3.

4.

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER: If Applicable

24. A. DATE(S) OF SERVICE From MM	DD	YY	To MM	DD	YY	B. PLACE OF SERVICE	C. EMG	D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E. DIAGNOSIS POINTER	F. $ CHARGES	G. DAYS OR UNITS	H. EPSDT Family Plan	I. ID. QUAL.	J. RENDERING PROVIDER ID. #
1	10	01	06			11		99213	EP	1	60. 00	1	E	ZZ	Taxonomy
														NPI	NPI
2														NPI	
3														NPI	
4														NPI	
5														NPI	
6														NPI	

IF APPLICABLE

"Of Rendering Provider" For Both ZZ and NPI

25. FEDERAL TAX I.D. NUMBER SSN EIN

26. PATIENT'S ACCOUNT NO.: 14 DIGITS

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) YES NO

28. TOTAL CHARGE: $ 60. 00

29. AMOUNT PAID: $ If Applicable

30. BALANCE DUE: If Applicable

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)

01/01/2012

SIGNED DATE

32. SERVICE FACILITY LOCATION INFORMATION: If applicable

a. b.

33. BILLING PROVIDER INFO & PH #: Your Place 100 Easy Street Anytown, KY 40601

a. Pay to NPI b. ZZ Pay to Taxonomy

NUCC Instruction Manual available at: www.nucc.org

CARRIER

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION

FOLD HERE / USE ENVELOPE NO. 1500E

7.2 Completion of New CMS 1500 (08/05) Paper Claim Form with NPI and Taxonomy

7.2.1 Detailed Instructions

Claims are returned or rejected if required information is incorrect or omitted. Handwritten claims must be completed in black ink ONLY. Black typewriter ribbon must be used for typed claims.

The following fields are required and must be completed. The top, right, blank portion of the claim is reserved for HP Enterprise Services use only.

FIELD NUMBER	FIELD NAME AND DESCRIPTION
1	Check the "Medicare" and "Medicaid" blocks when billing a claim to **Medicare** to request Medicare to send the claim to Medicaid for processing coinsurance and deductible amounts. Check the "Medicaid" block if the claim is to be processed by "Medicaid" **only**.
2	**Patient's Name**
	Enter the member's last name and first name exactly as it appears on the Member Identification card.
3	**Date of Birth**
	Enter the date of birth for the member.
9A	**Other Insured's Policy Group Number**
	Enter the 10 digit Member Identification number exactly as it appears on the current Member Identification card.
10	**Patient's Condition**
	Check the appropriate block if applicable.
10D	**Reserved for Local Use**
	Enter the Physician Assistant's NPI Number, if applicable.
11	**Insured's Policy Group or FECA Number**
	Required only if member is covered by insurance other than Medicaid or Medicare and the other insurance has made a payment on the claim. If this field is completed, also complete Fields 11c, 29 and 30. **NOTE: If other insurance denies the submitted claim, leave Fields 11, 11c and 29 blank and attach denial statement from other insurance carrier to the CMS-1500 (08/05) claim.**

11C	**Insurance Plan Name or Program Name**
	Enter the Member's insurance carrier name. Complete only if entry in 11.
14	**Date of Current**
	Enter the appropriate date, if you marked "Yes" in the fields 10A-10C.
17B	**Name of Referring Provider or Other Source**
	Note: For Any claim prior to 11/01/2011, KenPAC or Lockin may be required.
21	**Diagnosis or Nature of Illness or Injury**
	Enter the required, appropriate ICD-9-CM diagnosis code. Up to four diagnoses and descriptions may be listed with the primary diagnosis listed first and the secondary listed second. Relate diagnosis number (1-4) to Item 24e by line. A diagnosis code is required based on the procedure. **NOTE: Pathologists may use diagnosis code V72.6 for general, routine laboratory tests. Radiologists may use diagnosis code V72.5 for general, routine radiology services.**
23	**Prior Authorization Number**
	Enter the PA number assigned for these procedures. **NOTE: See Physician fee schedule located at www.chfs.ky.gov/dms for procedure codes marked "R" indicating prior authorization required, or procedures listed on KyHealth Net.**
24A	**Date(s) of Service (Non Shaded Area)**
	Enter the date or dates of service(s) in month, day, year numeric format (MMDDYY). **NOTE: Span-dating is only allowed for identical services provided on consecutive dates of service. For providers who span-date, enter the corresponding number of consecutive days in Field 24G.**
24B	**Place of Service**
	Enter the appropriate two digit place of service code which identifies the location where services were rendered. See Appendix C for a list of values.
24D	**Procedures, Services or Supplies CPT/ HCPCS (Non Shaded Area)**
	Enter the appropriate HIPAA compliant procedure code identifying the service or supply provided for the member. Local codes are no longer valid for dates of service October 16, 2003 and after. **NOTE: Effective July 1, 2007, providers are required to bill the actual NDC administered when billing a "J" HCPCS code on the CMS 1500. Please see Appendix B for instructions on completing the NDC Detail Attachment form.** You may only bill one NDC per claim line detail.

	Modifier (Non Shaded Area)	
	Enter the appropriate HIPAA compliant two digit modifier, if applicable, that further describes the procedure code. Modifiers accepted by Medicaid are:	
	24	Unrelated evaluation and management (E&M) service by the same physician during a postoperative period.
	25	Used only with an evaluation and management (E&M) service code and only when a significant, separately identifiable evaluation and management service is provided by the same provider to the same patient on the same day of the procedure or service. Documentation is not required to be submitted with the claim but appropriate documentation for the procedure and evaluation and management service must be maintained.
	26	Professional Component
	50	Bilateral Procedure
	51	Multiple Procedures
	57	Decision for surgery. An evaluation and management (E&M) service that resulted in the initial decision to perform the surgery may be identified by adding the modifier 57 to the appropriate level of E&M service.
	59	Distinct Procedural Service
	76	Repeat Procedure by Same MD
	77	Repeat Procedure by Another MD
	80	Assistant Surgeon
	TC	Technical Component
	GT	Telehealth Consultation
	Q6	Locum Tenens
	U1	Physician Assistant

	Effective January 1, 2009, only Physicians who have a specialty of teleradiology may use the following modifiers:	
	Modifier	**Description**
	U2	Teleradiology In-State
	U3	Teleradiology Out-of-State
	LEVEL II HCPCS Modifiers Only to be used with appropriate CPT codes.	

	Modifier	**Description**
	LT	Left side
	RT	Right side
	E1	Upper left, eyelid
	E2	Lower left, eyelid
	E3	Upper right, eyelid
	E4	Lower right, eyelid
	FA	Left hand, thumb
	F1	Left hand, second digit
	F2	Left hand, third digit
	F3	Left hand, fourth digit
	F4	Left hand, fifth digit
	F5	Right hand, thumb
	F6	Right hand, second digit
	F7	Right hand, third digit
	F8	Right hand, fourth digit
	F9	Right hand, fifth digit
	LC	Left circumflex, coronary artery (Hospitals use with codes 92980-92984, 92995, 92996)

	LD	Left anterior descending coronary artery (Hospitals use with codes 92980-92984, 92995, 92996)
	RC	Right coronary artery (Hospitals use with codes 92980-92984, 92995, 92996)
	TA	Left foot, great toe
	T1	Left foot, second digit
	T2	Left foot, third digit
	T3	Left foot, fourth digit
	T4	Left foot, fifth digit
	T5	Right foot, great toe
	T6	Right foot, second digit
	T7	Right foot, third digit
	T8	Right foot, fourth digit
	T9	Right foot, fifth digit
24D	**Modifier (Shaded Area)**	
	Enter the appropriate disposition code to define the EPSDT service or referral. Enter the appropriate EPSDT referral code, if applicable, from appendix.	

Category **R = Referred** **T = Treated**	**Disposition Code**
Vision	VR, VT
Hearing	HR, HT
Dental	DR, DT
Mental Health	MR, MT
Lead	LR, LT
Sickle Cell	SR, ST
Family Planning/Pregnancy	FR, FT

	Growth, Endocrine, Nutrition	GR, GT
	Cardiac	CR, CT
	Orthopedic	OR, OT
	Genito-Urinary	UR, UT
	ENT/Respiratory	ER, ET
	Neurology	NR, NT
	Hemoglobin	BR, BT
	Other	TR, TT
	Immunizations	
	DPT	ID
	Polio	IP
	MMR	IM
	HIB	IB
	Other	IO
24E	**Diagnosis Code Indicator**	
	Enter the diagnosis pointers 1-4 to refer to a diagnosis code in field 21. Do not enter the actual ICD-9-CM diagnosis code.	
24F	**Charges (Non Shaded Area)**	
	Enter the total usual and customary charge(s) for the service(s) provided for the member.	
24G	**Days or Units (Non Shaded Area)**	
	Enter the number of times per line the procedure was performed for the member on this date.	
	Anesthesia Billing	
	Beginning with claims received January 1, 2012, anesthesia services should be submitted in actual minutes spent providing anesthesia services as the number of units. (The number of minutes will be converted into units during claims processing (15 minutes = 1 unit).) Do NOT add anesthesia base units to the actual time you submit. The base units are already included in the reimbursement.	

24G	**Documenting Time for Anesthesia Services (Shaded Area)**
	For anesthesia services, enter the total number of minutes from the Anesthesia and Operative record based on the anesthesia start time and the anesthesia stop time.
24I	**ID Qualifier (Shaded Area)**
	Enter a ZZ to indicate Taxonomy. **NOTE: Those KY Medicaid providers who have a one to one match between the NPI number and the KY Medicaid provider number do not require the use of the Taxonomy when billing. If the NPI number corresponds to more than one KY Medicaid provider number, Taxonomy will be a requirement on the claim.**
24J	**Rendering Provider ID # (Shaded Area)**
	Enter the Rendering Provider's Taxonomy Number. **NOTE: Those KY Medicaid providers who have a one to one match between the NPI number and the KY Medicaid provider number do not require the use of the Taxonomy when billing. If the NPI number corresponds to more than one KY Medicaid provider number, Taxonomy will be a requirement on the claim.**
	(Non Shaded Area)
	Enter the Rendering Provider's NPI Number. **Note: If you are supervising a physician assistant, the supervising provider's NPI is listed in this field. The physician assistants NPI number is located in 10D. If this is a physician assistant providing the service, remember to append the modifier U1 to the procedure code.**
26	**Patient's Account No.**
	Enter the office account number you have assigned to this member, if desired. Up to 14 alpha/numeric characters are typed. The account number appears on the remittance statement you receive from KY Medicaid as the invoice number.
28	**Total Charge**
	Enter the total of all individual charges entered in column 24F. Total each claim separately.
29	**Amount Paid**
	Enter the amount paid, if any, by a private insurance. Do not enter a Medicare or Medicaid amount that may have been previously paid. Also, complete Fields 11, 11c and 30.
30	**Balance Due**
	Required only if private insurance made payment on the claim. Subtract the private insurance payment entered in Field 29 from the total charge entered in Field 28 and enter the net balance due in Field 30.

31	**Date**
	Enter the date in numeric format (MMDDYY). This date must be on or after the date(s) of service on the claim.
32	**Service Facility Location Information**
	If the address in Form Locator 33 is not the address where the service was rendered, Form Locator 32 must be completed.
33	**Physician/ Supplier's Billing Name, Address, Zip Code and Phone Number**
	Enter the provider's name, address, zip code and phone number (including area code).
33A	**NPI**
	Enter the appropriate Pay to NPI Number.
33B	**(Shaded Area)**
	Enter ZZ and the Pay to Taxonomy Number. **NOTE: Those KY Medicaid providers who have a one to one match between the NPI number and the KY Medicaid provider number do not require the use of the Taxonomy when billing. If the NPI number corresponds to more than one KY Medicaid provider number, Taxonomy will be a requirement on the claim.**

7.3 Mailing Information

Send the completed claims to HP Enterprise Services for processing as soon as possible after the service is provided. Retain a copy in the office file.

Mail completed claims to:

HP Enterprise Services
P.O. Box 2101
Frankfort, KY 40602-2101

7.4 Special Billing instructions

7.4.1 Assistant Surgeon Services

Assistant surgeon services may be billed by entering the appropriate CPT code corresponding to the primary surgical procedure and modifier 80 in field 24D of the claim form.

NOTE: Assistant surgeon and primary surgeon services must be billed on separate claims. Physician Assistants may not bill with modifier 80.

7.4.2 Multiple Medical/Surgical Procedures

Multiple medical or surgical procedures performed for a member during a single operative session must be listed separately on the same CMS-1500 (08/05) claim by entering the corresponding CPT procedure codes in Field 24D. The submission of a physician claim for more than six Medical/Surgical procedures during one operative event necessitates the completion of more than one paper claim. With electronic claim format there is the ability to bill 50 details.

When additional procedures are billed on a second claim form with the same dates of service as the procedures billed on the first claim, the second claim automatically denies. To obtain payment for the additional procedures (those listed on the second or a third claim), the provider must:

- Submit another CMS-1500 (08/05) listing the denied procedures;
- Attach the Remittance Advice showing denial of payment; and,
- Complete and mail to HP Enterprise Services an Adjustment and Claim Credit Request Form for the originally filed partial-paid claim for multiple medical/surgical procedures to the following address:

  HP Enterprise Services
  P.O. Box 2108
  Frankfort, KY 40602-2108.

NOTE: KY Medicaid does not make separate payment for procedures that are part of a more comprehensive service. Payment for the major procedure includes payment for any separately identified component parts of the procedure (that is, incidental or intrinsic procedures such as analysis of adhesions, appendectomy and so on).

7.4.3 Newborn Care

Routine newborn care services may be reported by entering the mother's name in Field 2 of the claim form and the mother's Member Identification number in Field 9A. The CPT code corresponding to the service must be entered in Field 24D.

Physician claims for routine newborn care services include:

- Initial normal newborn care (procedures 99460);
- Subsequent hospital normal newborn care (procedures 99462);
- Attendance at delivery (when requested by the delivering physician) and initial stabilization of newborn (procedure code 99464); and,

- Circumcision when performed during the time period the mother and newborn are hospitalized in the same hospital (procedures 54150, 54160).

NOTE: Routine newborn care can be billed using the mother's Member Identification number and name only once per nine month period. When a newborn requires other than routine newborn care (for example, newborn resuscitation), the services must be billed under the baby's own name and Member Identification number.

To report routine newborn care services provided after multiple birth events (that is, for twins, triplets, quadruplets and so on), enter the mother's name in Field 2 of the claim form and the mother's Member Identification number in Field 9A. The CPT code corresponding to the service provided must be entered in Field 24D with a notation "multiple birth" (that is, Twin A and Twin B) in the adjacent Unusual Circumstance field. Enter the number of units in Field 24G that corresponds to the number of times the procedure is performed (for example, on line one of the CMS form, 1 unit of service for one routine hospital visit on day one for Twin A. Line two of the CMS form, 1 unit of service for one routine visit on day one for Twin B).

7.4.4 Chemotherapy (Antineoplastic)

Claims for chemotherapy and the administration thereof may be submitted for payment for members who have malignancy diagnoses. The malignancy diagnosis should be entered as the first diagnosis in Field 21 of the CMS-1500 (08/05).

The administration of anti-neoplastic drugs may be reported on the CMS-1500 (08/05) claim by entering the appropriate CPT procedure code in Field 24D.

7.4.4.1 VFC Vaccine Administration

The cost of vaccine serum is not reimbursed by Medicaid. Physicians may obtain vaccines free of charge from the Department for Health Services Vaccines for Children (VFC) program. Administration of vaccines which have been obtained through VFC or any other source may be reimbursed when administered to a child under age 21 and billed with the CPT code applicable to the vaccine used and a "26" modifier (in field 24D of the CMS claim).

7.5 Helpful Hints for Successful CMS-1500 (08/05) Filing

- Be sure to include the “AS OF” date and “EOB” code when copying a remittance advice as proof of timely filing or for inquiries concerning claim status.
- Please follow up on a claim that appears to be outstanding after six weeks from your submission date.
- Field 24B (Place of Service) requires a two digit code.
- Field 24E (Diagnosis Code Indicator) is a one digit only field.
- If any insurance other than Medicare and Medicaid makes a payment on services you are billing, complete Fields 11, 11c, 29 and 30 on the CMS-1500 (08/05).
- If insurance does not make a payment on services you are billing, attach the private insurance denial to the CMS-1500. Do not complete Fields 11, 11c, 29 and 30 on the CMS-1500.
- An adjustment is a change made to a PAID claim or a PAID detail line of a claim.
- Do not submit an adjustment and refund for the same claim at the same time.
- Healthcare organizations have traditionally conducted business by trading information on preprinted paper forms. The variety and volume of paper-based exchanges has grown. This has forced healthcare organizations to seek more efficient ways of communicating. Electronic Data Interchange (EDI) is structured business-to-business communications using electronic media rather than paper.

8 Appendix A

8.1 Resubmission of Medicare/Medicaid Part B Claims

On claims which have Medicare allowed procedures as well as non-allowed procedures, Medicaid must be billed on separate claims.

1. For services denied by Medicare, attach a copy of Medicare's denial to the claim.
2. If a service was allowed by Medicare, submit a CMS-1500 (08/05), which should be submitted to KY Medicaid according to Medicaid guidelines. To this claim, the provider must attach the corresponding Medicare Coding Sheet.

For claims automatically crossed over from Medicare to KY Medicaid, allow six weeks for processing. If no response is received within six week of the Medicare EOMB date, resubmit per item two.

8.1.1 Medicare Coding

As of September 29, 2008, the Medicare EOMB is no longer needed to be attached to a claim if Medicare pays on the service. Instead of the Medicare EOMB, providers will utilize the coding sheet on the next page.

In the event that Medicare denies your service, the Medicare EOMB will be required to be attached to the claim.

The Medicare Coding Sheet may be accessed at www.kymmis.com. You may type in the Medicare information into the PDF and print the coding sheet so you don't have to hand-write the required information. The PDF will not save your changes in the coding sheet.

Please follow the guidelines below so your Medicare Coding Sheet may process accurately.

- Black ink only. No colored ink, pencils or highlighters;
- No white out. Correction tape is allowed;
- If a service is paid in full by Medicare, those services do not need to be billed to Kentucky Medicaid. The allowed amount and paid amount from Medicare would be the same.
- When writing zeros do not put a line through the zero.
- When billing a claim with multiple detail lines, be sure that Medicare has allowed a payment on those services. If Medicare has denied a detail line, that detail must be on a separate claim with the Medicare EOMB attached.
- The documents must be listed in the following order:
    - Claim form;
    - Coding sheet;
    - NDC Detail Attachment, and;
    - Any other attachments that may be needed.

8.1.2 Medicare Coding Sheet

CMS1500 CROSSOVER EOMB FORM

Member Name: 1 Member ID: 2

EOMB Date: 3

Line 4 Deduct/Pat Resp Amt | Coinsurance and/or Co-pay Amt | Provider Pay Amt

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

Line 4

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

Line 4

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

Line 4

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

Line 4

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

Line 4

Deduct/Pat Resp Amt		Coinsurance and/or Co-pay Amt		Provider Pay Amt	
5		6		7	
8					

8.1.3 Medicare Coding Sheet Instructions

FIELD NUMBER	FIELD NAME AND DESCRIPTION
1	**Member's Name**
	Enter the Member's last name and first name exactly as it appears on the Member Identification card.
2	**Member's ID**
	Enter the Member's ID as it appears on the claim form.
3	**EOMB Date**
	Enter Medicare's EOMB date.
4	**Line Number**
	Enter the line number. The line numbers must be in sequential order.
5	**Deductible Amount**
	Enter deductible amount from Medicare, if applicable.
6	**Co-insurance and/or Co-pay Amount**
	Enter the total amount of co-insurance and/or co-pay from Medicare if applicable.
7	**Provider Pay Amount**
	Enter the amount paid from Medicare
8	**Patient Responsibility**
	Enter the patient responsibility amount from Medicare

9 Appendix B

9.1 NDC Billing for CMS 1500 Instructions

Effective July 1, 2007, physicians are required to bill the actual NDC administered when using the applicable "J" HCPCS code on the CMS 1500 claim form.

You may obtain a copy of the NDC Detail Attachment form at www.kymmis.com or by calling Provider Inquiry at 1-800-807-1232.

A list of the J codes and associated NDC codes can be found at http://www.chfs.ky.gov/dms/fee.htm

Below are detailed instructions on how to fill out the NDC Detail Attachment.

- Column 1 ~ Claim Line
  This is the claim line number on the CMS 1500 claim form for which you are billing the NDC. The claim line number must be in sequential order.
- Column 2 ~ NDC
  Enter the appropriate NDC code that corresponds to the “J” HCPC code.
- Column 3 ~ Units
  Enter the total number of units.
- Column 4 ~ Basis of Measurement
  Circle the appropriate measurement:
  - GR- Gram
  - ML- Milliliter
  - UN- Unit
  - F2- Inernational Unit
  - VI- Vial
  - SY- Syringe
  - XX- Other
- Column 5 ~ Unit Price
  Enter the appropriate unit price.
- Column 6 ~ HP Enterprise ServicesInternal Use Only

Return to provider reasons. There are two reason why an NDC Detail Attachment form may be returned:

1. The form must have a corresponding line number to the CMS 1500 claim form.
2. The line number must be in sequential order.

Kentucky Medical Assistance Program

NDC Detail Attachment

This form is a required attachment for any Kentucky Medicaid paper claim billed using a drug HCPCS code with a required NDC

Provider Name _____ Provider Number_____

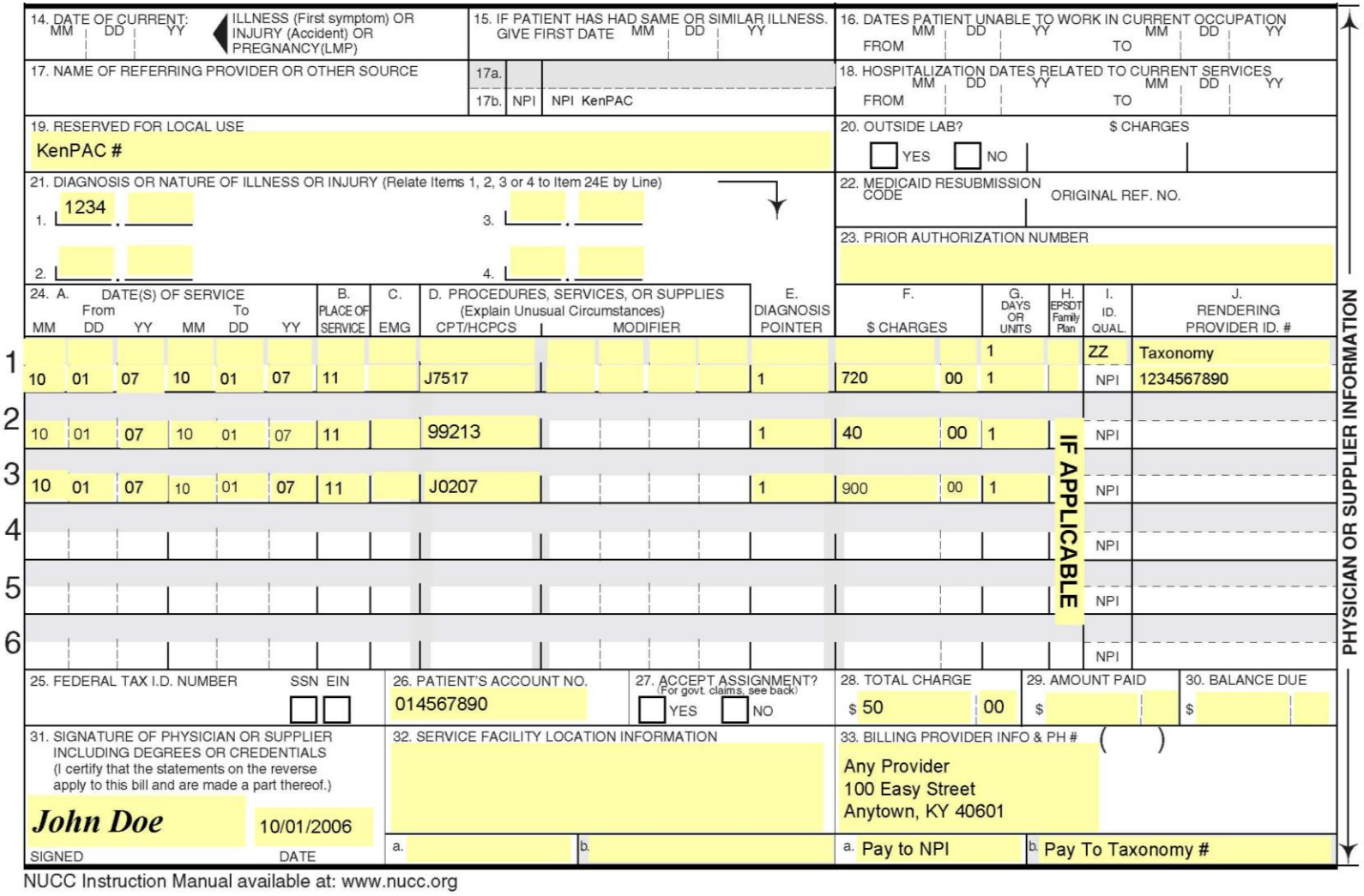
Member Name_____ Member ID Number_____ Dates of Service_____

CLAIM LINE	NDC	UNITS	BASIS OF MEASUREMENT							UNIT PRICE	FOR EDS USE
1	00004025901	100	GR	ML	UN	F2	VI	SY	XX	$100.00	1
3	58178001703	1	GR	ML	UN	F2	VI	SY	XX	$600.00	2
			GR	ML	UN	F2	VI	SY	XX	$	3
			GR	ML	UN	F2	VI	SY	XX	$	4
			GR	ML	UN	F2	VI	SY	XX	$	5
			GR	ML	UN	F2	VI	SY	XX	$	6
			GR	ML	UN	F2	VI	SY	XX	$	7
			GR	ML	UN	F2	VI	SY	XX	$	8
			GR	ML	UN	F2	VI	SY	XX	$	9
			GR	ML	UN	F2	VI	SY	XX	$	10
			GR	ML	UN	F2	VI	SY	XX	$	11
			GR	ML	UN	F2	VI	SY	XX	$	12
			GR	ML	UN	F2	VI	SY	XX	$	13
			GR	ML	UN	F2	VI	SY	XX	$	14
			GR	ML	UN	F2	VI	SY	XX	$	15
			GR	ML	UN	F2	VI	SY	XX	$	16
			GR	ML	UN	F2	VI	SY	XX	$	17
			GR	ML	UN	F2	VI	SY	XX	$	18
			GR	ML	UN	F2	VI	SY	XX	$	19
			GR	ML	UN	F2	VI	SY	XX	$	20
			GR	ML	UN	F2	VI	SY	XX	$	21
			GR	ML	UN	F2	VI	SY	XX	$	22
			GR	ML	UN	F2	VI	SY	XX	$	23

Please fill in:
The corresponding line number from the claim form
National Drug Code
Micrograms)
The actual quantity (units) given to the patient (not required for submissions on the UB04)
Circle the appropriate basis of measurement (not required for submissions on the UB04)
The unit price (not required for submissions on the UB04)

Legend:
GR – Gram
ML – Milliliter
UN – Unit
F2 – International Unit
VI – Vial
SY – Syringe
XX – Other (i.e.

9.1.1 NDC Billing for CMS 1500 Form



14. DATE OF CURRENT: MM DD YY — ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)
15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS. GIVE FIRST DATE MM DD YY
16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION MM DD YY FROM TO MM DD YY
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE
17a.
17b. NPI NPI KenPAC
18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES MM DD YY FROM TO MM DD YY
19. RESERVED FOR LOCAL USE: KenPAC #
20. OUTSIDE LAB? YES NO $ CHARGES
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate Items 1, 2, 3 or 4 to Item 24E by Line)
1. 1234 . 3. . 2. . 4. .
22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.
23. PRIOR AUTHORIZATION NUMBER

24. A. DATE(S) OF SERVICE From MM	DD	YY	To MM	DD	YY	B. PLACE OF SERVICE	C. EMG	D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E. DIAGNOSIS POINTER	F. $ CHARGES	G. DAYS OR UNITS	H. EPSDT Family Plan	I. ID. QUAL.	J. RENDERING PROVIDER ID. #
1												1		ZZ	Taxonomy
10	01	07	10	01	07	11		J7517		1	720 00	1		NPI	1234567890
2	10	01	07	10	01	07	11		99213	1	40 00	1		NPI	
3	10	01	07	10	01	07	11		J0207	1	900 00	1		NPI	
4														NPI	
5														NPI	
6														NPI	

IF APPLICABLE

PHYSICIAN OR SUPPLIER INFORMATION

25. FEDERAL TAX I.D. NUMBER SSN EIN
26. PATIENT'S ACCOUNT NO. 014567890
27. ACCEPT ASSIGNMENT? (For govt. claims, see back) YES NO
28. TOTAL CHARGE $ 50 00
29. AMOUNT PAID $
30. BALANCE DUE $
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
John Doe SIGNED 10/01/2006 DATE
32. SERVICE FACILITY LOCATION INFORMATION
a. b.
33. BILLING PROVIDER INFO & PH # ( )
Any Provider
100 Easy Street
Anytown, KY 40601
a. Pay to NPI b. Pay To Taxonomy #

NUCC Instruction Manual available at: www.nucc.org

This form example is used only to reflect how to bill a “J” HCPC code on the CMS 1500 for in relation to putting the NDC on the NDC Detail Attachment form.

10 Appendix C

10.1 Internal Control Number (ICN)

An Internal Control Number (ICN) is assigned by HP Enterprise Services to each claim. During the imaging process a unique control number is assigned to each individual claim for identification, efficient retrieval, and tracking. The ICN consists of 13 digits and contains the following information:

11 – 10 – 032 - 123456

1 2 3 4

1. Region

10	PAPER CLAIMS WITH NO ATTACHMENTS
11	PAPER CLAIMS WITH ATTACHMENTS
20	ELECTRONIC CLAIMS WITH NO ATTACHMENTS
21	ELECTRONIC CLAIMS WITH ATTACHMENTS
22	INTERNET CLAIMS WITH NO ATTACHMENTS
40	CLAIMS CONVERTED FROM OLD MMIS
45	ADJUSTMENTS CONVERTED FROM OLD MMIS
50	ADJUSTMENTS - NON-CHECK RELATED
51	ADJUSTMENTS - CHECK RELATED
52	MASS ADJUSTMENTS - NON-CHECK RELATED
53	MASS ADJUSTMENTS - CHECK RELATED
54	MASS ADJUSTMENTS - VOID TRANSACTION
55	MASS ADJUSTMENTS - PROVIDER RATES
56	ADJUSTMENTS - VOID NON-CHECK RELATED
57	ADJUSTMENTS - VOID CHECK RELATED

2. Year of Receipt
3. Julian Date of Receipt (The Julian calendar numbers the days of the year 1-365. For example, 001 is January 1 and 032 (shown above) is February 1.
4. Batch Sequence Used Internally

11 Appendix D

11.1 Place of Service Codes

The following is a two character place of service code indicating the location where services were rendered.

11 Office

12 Home

21 Inpatient Hospital

22 Outpatient Hospital

23 Emergency Room - Hospital

24 Ambulatory Surgical Center

25 Birthing Center

31 Skilled Nursing Facility

32 Nursing Facility

33 Custodial Care Facility

34 Hospice

41 Ambulance - Land

42 Ambulance - Air or Water

51 Inpatient Psychiatric Facility

53 Community Mental Health Center

54 Intermediate Care Facility/Mentally Retarded

55 Residential Substance Abuse Treatment Center

56 Psychiatric Residential Treatment Center

61 Comprehensive Inpatient Rehabilitation Facility

62 Comprehensive Outpatient Rehabilitation Facility

65 End Stage Renal Disease Treatment Facility

71 State or Local Public Health Clinic

72 Rural Health Clinic

99 Other Unlisted Facility

12 Appendix E

12.1 Remittance Advice

This section is a step-by-step guide to reading a Kentucky Medicaid Remittance Advice (RA). The following sections describe major categories related to processing/adjudicating claims. To enhance this document's usability, detailed descriptions of the fields on each page are included, reading the data from left to right, top to bottom.

12.1.1 Examples Of Pages In Remittance Advice

There are several types of pages in a Remittance Advice, including separate page types for each type of claim; however, if a provider does not have activity in that particular category, those pages are not included.

Following are examples of pages which may appear in a Remittance Advice:

FIELD	DESCRIPTION
Returned Claims	This section lists all claims that have been returned to the provider with an RTP letter. The RTP letter explains why the claim is being returned. These claims are returned because they are missing information required for processing.
Paid Claims	This section lists all claims paid in the cycle.
Denied Claims	This section lists all claims that denied in the cycle.
Claims In Process	This section lists all claims that have been suspended as of the current cycle. The provider should maintain this page and compare with future Remittance Advices until all the claims listed have appeared on the PAID CLAIMS page or the DENIED CLAIMS page. Until that time, the provider need not resubmit the claims listed in this section.
Adjusted Claims	This section lists all claims that have been submitted and processed for adjustment or claim credit transactions.
Mass Adjusted Claims	This section lists all claims that have been mass adjusted at the request of the Department for Medicaid Services (DMS).
Financial Transactions	This section lists financial transactions with activity during the week of the payment cycle.
	NOTE: It is imperative the provider maintains any A/R page with an outstanding balance.

Summary	This section details all categories contained in the Remittance Advice for the current cycle, month to date, and year to date. Explanation of Benefit (EOB) codes listed throughout the Remittance Advice is defined in this section.
EOB Code Descriptions	Any Explanation of Benefit Codes (EOB) which appear in the RA are defined in this section.

NOTE: For the purposes of reconciliation of claims payments and claims resubmission of denied claims, it is highly recommended that all remittance advices be kept for at least one year.

12.2 Title

The header information that follows is contained on every page of the Remittance Advice.

```
REPORT:   CRA-XBPD-R              COMMONWEALTH OF KENTUCKY (M1)              DATE:  01/25/2007
  RA#:     9999999          MEDICAID MANAGEMENT INFORMATION SYSTEM          PAGE:           2
                                  PROVIDER REMITTANCE ADVICE
```

FIELD	DESCRIPTION
DATE	The date the Remittance Advice was printed.
RA NUMBER	A system generated number for the Remittance Advice.
PAGE	The number of the page within each Remittance Advice.
CLAIM TYPE	The type of claims listed on the Remittance Advice.
PROVIDER NAME	The name of the provider that billed. (The type of provider is listed directly below the name of provider.)
PAYEE ID	The eight-digit Medicaid assigned provider ID of the billing provider.
NPI ID	The NPI number of the billing provider.

The category (type of page) begins each section and is centered (for example, *PAID CLAIMS*). All claims contained in each Remittance Advice are listed in numerical order of the prescription number.

12.3 Banner Page

All Remittance Advices have a “banner page” as the first page. The “banner page” contains provider specific information regarding upcoming meetings and workshops, “top ten” billing errors, policy updates, billing changes etc. Please pay close attention to this page.

REPORT: CRA-BANN-R
RA#: 9999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
PROVIDER BANNER MESSAGES

DATE: 01/23/2007
PAGE: 1

PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID	99999999
NPI ID	99999999
CHECK/EFT NUMBER	999999999
ISSUE DATE	01/26/2007

Commonwealth of Kentucky

REPORT: CRA-BANN-R
RA#: 9999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
CMS 1500 CLAIMS PAID

DATE: 01/23/2007
PAGE: 1

PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 999999999
ISSUE DATE 01/26/2007

--ICN-- / --PATIENT NUMBER--	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	ALLOWED AMOUNT	TPL AMOUNT	SPENDDOWN AMOUNT	CO-PAY AMOUNT	PAID AMOUNT
MEMBER NAME: JANE DOE	MEMBER NO.: 9999999999							
9999999999999	060606	060606	200.00		0.00			0.00
9999999XXX				18.05		0.00	2.00	16.05

PL SERV	PROC CD	MODIFIERS	SERVICE DATES UNITS	SERVICE DATES FROM	SERVICE DATES THRU	RENDERING PROVIDER	BILLED AMOUNT	ALLOWED AMOUNT	DETAIL EOBS
22	88304	TC	1.00	060606	060606	MCD 64000000	200.00	18.05	5001 0018 9918 00A2

TOTAL CMS 1500 CLAIMS PAID:	200.00	0.00	0.00	
	18.05	0.00		16.05

12.4 Paid Claims Page

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Account Number from Form Locator 3.
MEMBER NAME	The Member's last name and first initial.
MEMBER NUMBER	The Member's ten-digit Identification number as it appears on the Member's Identification card.
ICN	The 12-digit unique system generated identification number assigned to each claim by HP Enterprise Services.
CLAIM SERVICE DATES FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
BILLED AMOUNT	The usual and customary charge for services provided for the Member.
ALLOWED AMOUNT	The allowed amount for Medicaid
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
SPENDDOWN AMOUNT	The amount collected from the member.
COPAY AMOUNT	The amount collected from the member.
PAID AMOUNT	The total dollar amount reimbursed by Medicaid for the claim listed.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
CLAIMS PAID ON THIS RA	The total number of paid claims on the Remittance Advice.
TOTAL BILLED	The total dollar amount billed by the provider for all claims listed on the PAID CLAIMS page of the Remittance Advice (only on final page of section).
TOTAL PAID	The total dollar amount paid by Medicaid for all claims listed on the PAID CLAIMS page of the Remittance Advice (only on final page of section).

REPORT: CRA-BANN-R COMMONWEALTH OF KENTUCKY (M1) DATE: 01/23/2007
RA#: 9999999 MEDICAID MANAGEMENT INFORMATION SYSTEM PAGE: 1
PROVIDER REMITTANCE ADVICE
CMS 1500 CLAIMS DENIED

PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 000999999
ISSUE DATE 01/26/2007

--ICN-- / --PATIENT NUMBER--	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	TPL AMOUNT	SPENDDOWN AMOUNT
MEMBER NAME: JANE DOE	MEMBER NO.: 9999999999				
2007017999999 / 9999999XXX	060606	060606	200.00	0.00	0.00

HEADER EOBS: 3015 0011

PL	SERV	PROC CD	MODIFIERS	UNITS	SERVICE DATES FROM	SERVICE DATES THRU	RENDERING PROVIDER	BILLED AMOUNT	DETAIL EOBS
22		88304	TC	1.00	060606	060606	MCD 64000000	200.00	0145 0011

TOTAL CMS 1500 CLAIMS DENIED:	200.00	0.00	0.00

12.5 Denied Claims Page

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The Member's last name and first initial.
MEMBER NUMBER	The Member's ten-digit Identification number as it appears on the Member's Identification card.
ICN	The 12-digit unique system generated identification number assigned to each claim by HP Enterprise Services.
CLAIM SERVICE DATE FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
BILLED AMOUNT	The usual and customary charge for services provided for the Member.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
SPENDDOWN AMOUNT	The amount owed from the member.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
CLAIMS DENIED ON THIS RA	The total number of denied claims on the Remittance Advice.
TOTAL BILLED	The total dollar amount billed by the Home Health Services for all claims listed on the DENIED CLAIMS page of the Remittance Advice (only on final page of section).

REPORT: CRA-BANN-R COMMONWEALTH OF KENTUCKY (M1) DATE: 01/23/2007
RA#: 9999999 MEDICAID MANAGEMENT INFORMATION SYSTEM PAGE: 1
PROVIDER REMITTANCE ADVICE
CMS 1500 CLAIMS IN PROCESS

PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 999999999
ISSUE DATE 01/26/2007

--ICN-- / --PATIENT NUMBER--	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	TPL AMOUNT
MEMBER NAME: JANE DOE		MEMBER NO.: 9999999999		
9999999999999	060606	060606	200.00	0.00
9999999XXX				

PL SERV	PROC CD	MODIFIERS	UNITS	SERVICE DATES FROM	SERVICE DATES THRU	RENDERING PROVIDER	BILLED AMOUNT	DETAIL EOBS
22	88304	TC	1.00	060606	060606	MCD 64000000	200.00	

TOTAL CMS 1500 CLAIMS IN PROCESS:	200.00	0.00

12.6 Claims In Process Page

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The Member's last name and first initial.
MEMBER NUMBER	The Member's ten-digit Identification number as it appears on the Member's Identification card.
ICN	The 13-digit unique system-generated identification number assigned to each claim by HP Enterprise Services.
CLAIM SERVICE DATE FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
BILLED AMOUNT	The usual and customary charge for services provided for the Member.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.

REPORT: CRA-IPPD-R
RA#: 9999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
CMS CLAIMS RETURNED

DATE: 01/30/2007
PAGE: 2

PROVIDER
5555 ANY STREET
CITY, KY 55555-5555

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 999999999
ISSUE DATE 02/02/2007

--ICN--	REASON CODE
9999999999999	01

CLAIMS RETURNED: 01

12.7 Returned Claim

FIELD	DESCRIPTION
ICN	The 13-digit unique system generated identification number assigned to each claim by HP Enterprise Services.
REASON CODE	A code denoting the reason for returning the claim.
CLAIMS RETURNED ON THIS RA	The total number of returned claims on the Remittance Advice.

Note: Claims appearing on the "returned claim" page are forthcoming in the mail. The actual claim is returned with a "return to provider" sheet attached, indicating the reason for the claim being returned.

REPORT: CRA-PRAD-R — COMMONWEALTH OF KENTUCKY (M1) — DATE: 12/14/2006
RA#: 9999999 — MEDICAID MANAGEMENT INFORMATION SYSTEM — PAGE: 2
PROVIDER REMITTANCE ADVICE
CMS CLAIM ADJUSTMENTS

HEALTH SERVICES — PAYEE ID 99999999
ATTN: JANE DOE — NPI ID
555 ANY STREET
CITY, KY 55555-0000

--ICN-- / --PATIENT NUMBER--	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	ALLOWED AMOUNT	TPL AMOUNT	SPENDDOWN AMOUNT	CO-PAY AMOUNT	PAID AMOUNT
MEMBER NAME: JANE DOE		MEMBER NO.: 9999999999						
9999999999999	031103	031103	(20.00)		(0.00)		(0.00)	
99999				(20.00)		(0.00)		(20.00)
9999999999999	031103	031103	20.00		0.00		0.00	
99999				20.00		0.00		20.00

PL	SERV	PROC CD	MODIFIERS	UNITS	SERVICE DATES FROM	SERVICE DATES THRU	RENDERING PROVIDER	BILLED AMOUNT	ALLOWED AMOUNT	DETAIL	EOBS
99		WP101		1.00	031103	031103	MCD 40097065	20.00	20.00	0102	0029

TOTAL NO. OF ADJ: 1

TOTAL CMS 1500 ADJUSTMENT CLAIMS:	0.00	0.00	0.00
	0.00	0.00	0.00

Providers have an option of requesting an adjustment, as indicated above; or requesting a cash refund (form and instructions for completion can be found in the Billing Instructions).
If a cash refund is submitted, an adjustment **CANNOT** be filed.
If an adjustment is submitted, a cash refund **CANNOT** be filed.

12.8 Adjusted Claims Page

The information on this page reads left to right and does not follow the general headings.

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The Member's last name and first initial.
MEMBER NUMBER	The Member's ten-digit Identification number as it appears on the Member's Identification card.
ICN	The 12-digit unique system generated identification number assigned to each claim by HP Enterprise Services.
CLAIM SERVICE DATES FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
BILLED AMOUNT	The usual and customary charge for services provided for the Member.
ALLOWED AMOUNT	The amount allowed for this service.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
COPAY AMOUNT	Copay amount to be collected from member.
SPENDDOWN AMOUNT	The amount to be collected from the member.
PAID AMOUNT	The total dollar amount reimbursed by Medicaid for the claim listed.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
PAID AMOUNT	Amount paid.

Note: The ORIGINAL claim information appears first, followed by the NEW (adjusted) claim information.

REPORT: CRA-TRAN-R COMMONWEALTH OF KENTUCKY DATE: 12/26/2006
RA#: 9999999 MEDICAID MANAGEMENT INFORMATION SYSTEM PAGE: 2
PROVIDER REMITTANCE ADVICE
FINANCIAL TRANSACTIONS

PROVIDER J PAYEE ID 99999999
PO BOX 5555 NPI ID 99999999
CITY, KY 55555-5555

----------NON-CLAIM SPECIFIC PAYOUTS TO PROVIDERS----------

TRANSACTION NUMBER	--CCN--	--AMOUNT--	REASON CODE	RENDERING PROVIDER	SVC DATE FROM	SVC DATE THRU	MEMBER NO.	MEMBER NAME

NO NON-CLAIM SPECIFIC PAYOUTS TO PROVIDERS

----------NON-CLAIM SPECIFIC REFUNDS FROM PROVIDERS----------

--CCN--	--AMOUNT--	REASON CODE	MEMBER NO.	MEMBER NAME

NO NON-CLAIM SPECIFIC REFUNDS FROM PROVIDERS

----------ACCOUNTS RECEIVABLE----------

A/R NUMBER/ICN	SETUP DATE	RECOUPED THIS CYCLE	ORIGINAL AMOUNT	TOTAL -RECOUPED-	--BALANCE--	REASON CODE	
1106	011306	0.00	22.41	0.00	22.41		92
TOTAL BALANCE					22.41		

12.9 Financial Transaction Page

12.9.1 Non-Claim Specific Payouts To Providers

FIELD	DESCRIPTION
TRANSACTION NUMBER	The tracking number assigned to each financial transaction.
CCN	The cash control number assigned to refund checks for tracking purposes.
PAYMENT AMOUNT	The amount paid to the provider when the financial reason code indicates money is owed to the provider.
REASON CODE	Payment reason code.
RENDERING PROVIDER	Rendering provider of service.
SERVICE DATES	The From and Through dates of service.
MEMBER NUMBER	The KY Medicaid member identification number.
MEMBER NAME	The KY Medicaid member name.

12.9.2 Non-Claim Specific Refunds From Providers

FIELD	DESCRIPTION
CCN	The cash control tracking number assigned to refund checks for tracking purposes.
REFUND AMOUNT	The amount refunded by provider.
REASON CODE	The two byte reason code specifying the reason for the refund.
MEMBER NUMBER	The KY Medicaid member identification number.
MEMBER NAME	The KY Medicaid member name.

12.9.3 Accounts Receivable

FIELD	DESCRIPTION
A / R NUBMER / ICN	This is the 13-digit Internal Control Number used to identify records for one accounts receivable transaction.
SETUP DATE	The date entered on the accounts receivable transaction in the MM/DD/CCYY format. This date identifies the beginning of the accounts receivable event.

RECOUPED THIS CYCLE	The amount of money recouped on this financial cycle.
ORIGINAL AMOUNT	The original accounts receivable transaction amount owed by the provider.
TOTAL RECOUPED	This amount is the total of the providers checks and recoupment amounts posted to this accounts receivable transaction.
BALANCE	The system generated balance remaining on the accounts receivable transaction.
REASON CODE	A two-byte alpha/numeric code specifying the reason an accounts receivable was processed against a providers account.

ANY RECOUPMENT ACTIVITY OR PAYMENTS RECEIVED FROM THE PROVIDER list below the “RECOUPMENT PAYMENT SCHEDULE.” All initial accounts receivable allow 60 days from the “setup date” to make payment on the accounts receivable. After 60 days, if the accounts receivable has not been satisfied nor a payment plan initiated, monies are recouped from the provider on each Remittance Advice until satisfied.

This is your only notification of an accounts receivable setup. Please keep all Accounts Receivable Summary pages until all monies have been satisfied.

REPORT: CRA-SUMM-R
RA#: 9999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
SUMMARY

DATE: 02/01/2007
PAGE: 13

PROVIDER

P O BOX 555
CITY, KY 55555-0000

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 999999999
ISSUE DATE 02/02/2007

----------CLAIMS DATA----------

	CURRENT NUMBER	CURRENT AMOUNT	MONTH-TD NUMBER	MONTH-TD AMOUNT	YEAR-TD NUMBER	YEAR-TD AMOUNT
CLAIMS PAID	43	130,784.46	43	130,784.46	1,988	4,143,010.13
CLAIM ADJUSTMENTS	0	0.00	0	0.00	18	0.00
MASS ADJUSTMENTS	0	0.00	0	0.00	0	0.00
TOTAL CLAIMS PAYMENTS	43	130,784.46	43	130,784.46	2,006	4,143,010.13
CLAIMS DENIED	1		1		917	
CLAIMS IN PROCESS	2					

----------EARNINGS DATA----------

PAYMENTS:			
CLAIMS PAYMENTS	130,784.46	130,784.46	4,143,010.13
SYSTEM PAYOUTS (NON-CLAIM SPECIFIC)	0.00	0.00	0.00
ACCOUNTS RECEIVABLE (OFFSETS):			
CLAIM SPECIFIC:			
CURRENT CYCLE	(0.00)	(0.00)	(0.00)
OUTSTANDING FROM PREVIOUS CYCLES	(0.00)	(0.00)	(44,474.35)
NON-CLAIM SPECIFIC OFFSETS	(0.00)	(0.00)	(0.00)
NET PAYMENT	130,784.46	130,784.46	4,098,535.78
REFUNDS:			
CLAIM SPECIFIC ADJUSTMENT REFUNDS	(0.00)	(0.00)	(0.00)
NON-CLAIM SPECIFIC REFUNDS	(0.00)	(0.00)	(0.00)
OTHER FINANCIAL:			
MANUAL PAYOUTS (NON-CLAIM SPECIFIC)	0.00	0.00	0.00
VOIDS	(0.00)	(0.00)	(0.00)
NET EARNINGS	130,784.46	130,784.46	4,098,535.78

REPORT: CRA-EOBM-R
RA#: 9999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
EOB CODE DESCRIPTIONS

DATE: 02/01/2007
PAGE: 14

PROVIDER

P O BOX 555
CITY, KY 55555-0000

PAYEE ID 99999999
NPI ID
CHECK/EFT NUMBER 999999999
ISSUE DATE 02/02/2007

EOB CODE	EOB CODE DESCRIPTION
0022	COVERED DAYS ARE NOT EQUAL TO ACCOMMODATION UNITS.
0271	CLAIM DENIED. MEMBER AVAILABLE INCOME INFORMATION NOT ON FILE FOR THE MONTH OF SERVICE. PLEASE CONTACT DMS AT 502-564-6885.
0409	INVALID PROVIDER TYPE BILLED ON CLAIM FORM.
0883	CLAIM DENIED. DEPLICATE PROCEDURE HAS BEEN PAID.
9999	PROCESSED PER MEDICAID POLICY

HIPAA REASON CODE	HIPAA ADJ REASON CODE DESCRIPTION
0016	Claim/service lacks information which is needed for adjudication. Additional information is supplied using remittance advice remarks codes whenever appropriate
0018	Duplicate claim/service.
0052	The referring/prescribing/rendering provider is not eligible to refer/prescribe/order/perform the service billed.
0092	Claim Paid in full.
00A1	Claim denied charges.

12.10 Summary Page

FIELD	DESCRIPTION
CLAIMS PAID	The number of paid claims processed, current month and year to date.
CLAIM ADJUSTMENTS	The number of adjusted/credited claims processed, adjusted/credited amount billed, and adjusted/credited amount paid or recouped by Medicaid. If money is recouped, the dollar amount is followed by a negative (-) sign. These figures correspond with the summary of the last page of the ADJUSTED CLAIMS section.
PAID MASS ADJ CLAIMS	The number of mass adjusted/credited claims, mass adjusted/credited amount billed, and mass adjusted/credited amount paid or recouped by Medicaid. These figures correspond with the summary line of the last page of the MASS ADJUSTED CLAIMS section. Mass Adjustments are initiated by Medicaid and HP Enterprise Services for issues that affect a large number of claims or providers. These adjustments have their own section “MASS ADJUSTED CLAIMS” page, but are formatted the same as the ADJUSTED CLAIMS page.
CLAIMS DENIED	These figures correspond with the summary line of the last page of the DENIED CLAIMS section.
CLAIMS IN PROCESS	The number of claims processed that suspended along with the amount billed of the suspended claims. These figures correspond with the summary line of the last page of the CLAIMS IN PROCESS section.

12.10.1 Payments

FIELD	DESCRIPTION
CLAIMS PAYMENT	The number of claims paid.
SYSTEM PAYOUTS	Any money owed to providers.
NET PAYMENT	Net payment amount.
REFUNDS	Any money refunded to Medicaid by a provider.

OTHER FINANCIAL	
NET EARNINGS	Total check amount.

EXPLANATION OF BENEFITS

FIELD	DESCRIPTION
EOB	A five-digit number denoting the EXPLANATION OF BENEFITS detailed on the Remittance Advice.
EOB CODE DESCRIPTION	Description of the EOB Code. All EOB Codes detailed on the Remittance Advice are listed with a description/ definition.
COUNT	Total number of times an EOB Code is detailed on the Remittance Advice.

EXPLANATION OF REMARKS

FIELD	DESCRIPTION
REMARK	A five-digit number denoting the remark identified on the Remittance Advice.
REMARK CODE DESCRIPTION	Description of the Remark Code. All remark codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	Total number of times a Remark Code is detailed on the Remittance Advice.

EXPLANATION OF ADJUSTMENT CODE

FIELD	DESCRIPTION
ADJUSTMENT CODE	A two-digit number denoting the reason for returning the claim.
ADJUSTMENT CODE DESCRIPTION	Description of the adjustment Code. All adjustment codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	Total number of times an adjustment Code is detailed on the Remittance Advice.

EXPLANATION OF RTP CODES

FIELD	DESCRIPTION
RTP CODE	A two-digit number denoting the reason for returning the claim.
RETURN CODE DESCRIPTION	Description of the RTP Code. All RTP codes detailed on the Remittance Advice are listed with a description/ definition.
COUNT	Total number of times an RTP Code is detailed on the Remittance Advice.

13 Appendix F

13.1 Remittance Advice Location Codes (LOC CD)

The following is a code indicating the Department for Medicaid Services branch/division or other agency that originated the Accounts Receivable:

A Active

B Hold Recoup - Payment Plan Under Consideration

C Hold Recoup - Other

D Other-Inactive-FFP-Not Reclaimed

E Other – Inactive - FFP

F Paid in Full

H Payout on Hold

I Involves Interest – Cannot Be Recouped

J Hold Recoup Refund

K Inactive-Charge off – FFP Not Reclaimed

P Payout – Complete

Q Payout – Set Up In Error

S Active - Prov End Dated

T Active Provider A/R Transfer

U HP Enterprise Services On Hold

W Hold Recoup - Further Review

X Hold Recoup - Bankruptcy

Y Hold Recoup - Appeal

Z Hold Recoup - Resolution Hearing

14 Appendix G

14.1 Remittance Advice Reason Code (ADJ RSN CD or RSN CD)

The following is a two-byte alpha/numeric code specifying the reason an accounts receivable was processed against a provider's account:

01	Prov Refund – Health Insur Paid
02	Prov Refund – Member/Rel Paid
03	Prov Refund – Casualty Insu Paid
04	Prov Refund – Paid Wrong Vender
05	Prov Refund – Apply to Acct Recv
06	Prov Refund – Processing Error
07	Prov Refund-Billing Error
08	Prov Refund – Fraud
09	Prov Refund – Abuse
10	Prov Refund – Duplicate Payment
11	Prov Refund – Cost Settlement
12	Prov Refund – Other/Unknown
13	Acct Receivable – Fraud
14	Acct Receivable – Abuse
15	Acct Receivable – TPL
16	Acct Recv – Cost Settlement
17	Acct Receivable – HP Enterprise Services Request
18	Recoupment – Warrant Refund
19	Act Receivable-SURS Other
20	Acct Receivable – Dup Payt
21	Recoupment – Fraud
22	Civil Money Penalty
23	Recoupment – Health Insur TPL
24	Recoupment – Casualty Insur TPL
25	Recoupment – Member Paid TPL
26	Recoupment – Processing Error
27	Recoupment – Billing Error
28	Recoupment – Cost Settlement
29	Recoupment – Duplicate Payment
30	Recoupment – Paid Wrong Vendor
31	Recoupment – SURS
32	Payout – Advance to be Recouped
33	Payout – Error on Refund
34	Payout – RTP
35	Payout – Cost Settlement
36	Payout – Other
37	Payout – Medicare Paid TPL
38	Recoupment – Medicare Paid TPL
39	Recoupment – DEDCO
40	Provider Refund – Other TLP Rsn
41	Acct Recv – Patient Assessment
42	Acct Recv – Orthodontic Fee
43	Acct Receivable – KENPAC
44	Acct Recv – Other DMS Branch
45	Acct Receivable – Other
46	Acct Receivable – CDR-HOSP-Audit
47	Act Rec – Demand Paymt Updt 1099
48	Act Rec – Demand Paymt No 1099
49	PCG
50	Recoupment – Cold Check
51	Recoupment – Program Integrity Post Payment Review Contractor A
52	Recoupment – Program Integrity Post Payment Review Contractor B
53	Claim Credit Balance
54	Recoupment – Other St Branch
55	Recoupment – Other
56	Recoupment – TPL Contractor
57	Acct Recv – Advance Payment
58	Recoupment – Advance Payment
59	Non Claim Related Overage
60	Provider Initiated Adjustment
61	Provider Initiated CLM Credit

62	CLM CR-Paid Medicaid VS Xover
63	CLM CR-Paid Xover VS Medicaid
64	CLM CR-Paid Inpatient VS Outp
65	CLM CR-Paid Outpatient VS Inp
66	CLS Credit-Prov Number Changed
67	TPL CLM Not Found on History
68	FIN CLM Not Found on History
69	Payout-Withhold Release
71	Withhold-Encounter Data Unacceptable
72	Overage .99 or Less
73	No Medicaid/Partnership Enrollment
74	Withhold-Provider Data Unacceptable
75	Withhold-PCP Data Unacceptable
76	Withhold-Other
77	A/R Member IPV
78	CAP Adjustment-Other
79	Member Not Eligible for DOS
80	Adhoc Adjustment Request
81	Adj Due to System Corrections
82	Converted Adjustment
83	Mass Adj Warr Refund
84	DMS Mass Adj Request
85	Mass Adj SURS Request
86	Third Party Paid – TPL
87	Claim Adjustment – TPL
88	Beginning Dummy Recoupment Bal
89	Ending Dummy Recoupment Bal
90	Retro Rate Mass Adj
91	Beginning Credit Balance
92	Ending Credit Balance
93	Beginning Dummy Credit Balance
94	Ending Dummy Credit Balance
95	Beginning Recoupment Balance
96	Ending Recoupment Balance
97	Begin Dummy Rec Bal
98	End Dummy Recoup Balance
99	Drug Unit Dose Adjustment
AA	PCG 2 Part A Recoveries
BB	PCG 2 Part B Recoveries
CB	PCG 2 AR CDR Hosp
DG	DRG Retro Review
DR	Deceased Member Recoupment
IP	Impact Plus
IR	Interest Payment
CC	Converted Claim Credit Balance
MS	Prog Intre Post Pay Rev Cont C
OR	On Demand Recoupment Refund
RP	Recoupment Payout
RR	Recoupment Refund
SS	State Share Only
UA	HP Enterprise Services Medicare Part A Recoup
XO	Reg. Psych. Crossover Refund

15 Appendix H

15.1 Remittance Advice Status Code (ST CD)

The following is a one-character code indicating the status of the accounts receivable transaction:

A Active

B Hold Recoup - Payment Plan Under Consideration

C Hold Recoup - Other

D Other-Inactive-FFP-Not Reclaimed

E Other – Inactive - FFP

F Paid in Full

H Payout on Hold

I Involves Interest – Cannot Be Recouped

J Hold Recoup Refund

K Inactive-Charge off – FFP Not Reclaimed

P Payout – Complete

Q Payout – Set Up In Error

S Active - Prov End Dated

T Active Provider A/R Transfer

U HP Enterprise Services On Hold

W Hold Recoup - Further Review

X Hold Recoup - Bankruptcy

Y Hold Recoup - Appeal

Z Hold Recoup - Resolution Hearing